



Pickens County Schools

Job Descriptions

DATA CLERK

Title/Position: Data Clerk

Retirement: Teacher Retirement System of Georgia

Terms of Employment: 200 Days, 8 hours/day

Salary: Classified Salary Schedule Grade D (Starting pay \$15.00/hour)

Reports to: Data Analyst & Chief of Technology

Qualifications: As determined by local needs

Evaluation: Performance of this job will be evaluated annually in accordance with provisions of the Board's Policy on evaluation.

RESPONSIBILITIES

- Maintain all student information data in a responsible, secure manner.
- Enroll and withdraw students from the local student information system.
- Prepare enrollment packets for all new students.
- Prepare permanent record folder for all new students.
- Request student transcripts from other systems and evaluate transcripts for assignment to course history within the local student information system.
- Notify the appropriate department to schedule any necessary testing or evaluating for incoming new students for assignment to programs.
- Enter and maintain all student data within the student information system, including changes in address, contact information, and any special restrictions requested by the parents.
- Ensure that schools meet Family Educational Rights and Privacy Act (FERPA) regulations concerning the availability of student data.
- Assist with scheduling students at beginning of school year. Assist with scheduling students who transfer throughout the year and assist with schedule changes as required by special programs during the school year.
- Monitor daily homeroom attendance.
- Edit attendance for all students who arrive late or leave early.
- Enter in the student information system notes from doctors and parents, and maintain copy in file.
- Prepare and send attendance letters, maintaining copies in discipline files and attendance notebook/files.
- Maintain records of contacts, letters, phone calls, etc. concerning attendance.
- Prepare attendance referrals for the system attendance officer.
- Monitor attendance of students designated by the system attendance officer, juvenile court, or attendance support team.
- Prepare attendance report/data for attendance support team and/or juvenile court.
- Prepare perfect attendance reports monthly and yearly.

- Prepare monthly attendance reports for student services personnel.
- Prepare certificates and awards recognizing achievement, attendance and other honors.
- Provide parents with information that will allow access to Infinite Campus Parent Portal.
- Maintain training and skills necessary to the operation of the student information system program.
- Extract student information data requested by school personnel in a timely manner.
- Meet any additional reporting requirements imposed by the district.
- Maintain Permanent Student Files at all school location.
- Perform other duties as assigned.

Note: The above description is illustrative of tasks and responsibilities. It is not meant to be all inclusive of every task or responsibility.

FLSA Status: Non-Exempt

Revised 4-23-2019