

**SCHOOL DISTRICT OF PUTNAM COUNTY
JOB DESCRIPTION**

DATA CLERK / PRE-K

QUALIFICATIONS:

- (1) High School Diploma or equivalent.
- (2) Computer Proficiency.
- (3) Valid Florida Driver's License

KNOWLEDGE, SKILLS AND ABILITIES:

Ability to relate to and work with students and adults in a positive manner. Demonstrate effective oral and written communication skills. Possess basic English and mathematics skills. Ability to follow written and verbal instructions. Basic knowledge of technology and ability to apply knowledge to assigned area of responsibilities. Ability to perform clerical tasks. Planning and organizational skills. Knowledge of operation of office, audio-visual, and computer equipment. Knowledge of computer programs. Ability to work cooperatively with colleagues. Willing to attend training and in-service relevant to responsibilities of assigned area.

REPORTS TO:

Area Director for Instruction / Elementary Education

JOB GOAL

To enter and maintain all required data needed for School Readiness Programs.

SUPERVISES:

N/A

PERFORMANCE RESPONSIBILITIES:

- * (1) Input entries related to school readiness information systems and update daily.
- * (2) Assist School Readiness Coordinator in maintaining program data and accurate intake records.
- * (3) Assist in the scheduling process.
- * (4) Input all daily entries to the attendance accounting system.
- * (5) Assist in producing documents, surveys, reports, and mailing labels requiring word processing programs.
- * (6) Participate in in-service training programs.
- * (7) Collect, record and process all forms and monies collected from parent fees.
- * (8) Input and maintain accurate records of fee collection.
- * (9) Assist in take records and eligibility determination, re-determination, and hardship review.
- * (10) Maintain accurate and current student information.
- * (11) Provide monthly slot utilization information, reporting enrollments, and waiting lists.
- * (12) Maintain confidentiality regarding student information.
- * (13) Use effective, positive interpersonal communication skills.
- * (14) Perform other incidental tasks consistent with goals and objectives of this position.

PHYSICAL REQUIREMENTS:

Light Work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force as frequently as needed to move objects.

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the District's approved compensation plan. Length of the work year and hours of employment shall be those established by the District.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

*Essential Performance Responsibilities

Job Description Supplement Code 2

SALARY LOCATOR: Classified Personnel Salary Schedule