

SCHOOL DISTRICT OF ALACHUA COUNTY

SPECIALIST -- DATA,
EXCEPTIONAL STUDENT EDUCATION (ESE)/STUDENT RECORDS

JOB DESCRIPTION

FLSA: Non-Exempt BARGAINING UNIT ELIGIBILITY: Yes
PAY 25 SALARY SCHEDULE: Education Support Professionals
GRADE:

QUALIFICATIONS:

- (1) High School Diploma or GED.
- (2) Minimum of three (3) years successful experience in clerical/secretarial work.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of state and School Board of Alachua County student records policies. Knowledge of cumulative folder contents. Knowledge of and ability to use Student Database and student coding systems. Knowledge of and the ability to apply the principles of office management. Ability to communicate effectively both orally and in writing. Ability to compile and analyze data and prepare reports. Ability to establish and maintain effective working relationships with the public and District employees. Ability to prepare and maintain complex records and reports. Knowledge of current technology and the ability to apply knowledge to assigned areas of responsibility. Ability to maintain confidentiality. Ability to work independently and to make decisions with minimum supervision.

REPORTS TO:

Work-Site Supervisor

JOB GOAL

To coordinate the effective and efficient maintenance of student records and student data entry.

SUPERVISES:

N/A

PERFORMANCE RESPONSIBILITIES:

- *(1) Respond to issues and questions relating to records; perform the necessary research to bring records issues and questions to satisfactory resolution.
- *(2) Respond to requests for statistics/information; establish completion date, and coordinate the completion and/or preparation of required information.
- *(3) Answer incoming telephone calls, provide necessary assistance or route calls to appropriate person or office.
- *(4) Prepare and type memoranda, calendars and department correspondence.
- *(5) Make necessary arrangements for meetings and conferences.
- *(6) Prepare, review and approve distribution of reports.
- *(7) Coordinate the maintenance of school and/or student records.
- *(8) Perform clerical/bookkeeping responsibilities as required.
- *(9) Operate and maintain office equipment, optical reader, and other related equipment.

SPECIALIST -- DATA, EXCEPTIONAL STUDENT EDUCATION (ESE)/ STUDENT RECORDS, (Continued)

- * (10) Serve on school/district committees as required or appropriate.
- * (11) Adhere to applicable safety standards.
- * (12) Attend all staff meetings and workshops.
- * (13) Assist with maintaining a clean and orderly environment.
- * (14) Be knowledgeable of and adhere to Board policies and departmental procedures.
- * (15) Communicate effectively with the public, staff members, students, parents, administrators and other contact persons using tact and good judgment.
- * (16) Demonstrate initiative in identifying potential problems or opportunities for improvement. Keep supervisor informed of potential problems or unusual events.
- * (17) Demonstrate initiative in the performance of assigned responsibilities.
- * (18) Demonstrate support for the school district and its goals and priorities.
- * (19) Exhibit interpersonal skills to work as an effective team member.
- * (20) Follow attendance, punctuality and proper dress rules.
- * (21) Maintain confidentiality regarding school/workplace matters.
- * (22) Maintain expertise in assigned area.
- * (23) Manage time efficiently.
- * (24) Model and maintain high ethical standards.
- * (25) Participate in cross-training activities as required.
- * (26) Participate successfully in the training programs offered to increase skill and proficiency related to assignment.
- * (27) Prepare all required reports and maintain updated and accurate records.
- * (28) Represent the District in a positive and professional manner.
- * (29) Respond to inquiries and concerns in a timely manner.
- (30) Perform other duties as assigned.
- * (31) May be required to work beyond the 40-hour week.

**Essential Performance Responsibilities*

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 Board's approved salary schedule.
- Length of the work year and hours of employment shall be those established by the Board.

EVALUATION:

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

Job Description Addendum No. 05

Adopted 8/2/11