JOB DESCRIPTION

Data Processing Facilitator

JOB TITLE: Data Processing Facilitator
WAGE/HOUR STATUS: Non-Exempt

REPORTS TO: Principal
TERMS: 226 Days

DEPARTMENT: Longview High School
PAY GRADE: Clerical/Para 4

PRIMARY PURPOSE:

Perform data entry including personnel, budget, and demographics data; provide campus administrator, visitors, applicants, and others employees with front-desk information

QUALIFICATIONS:

Education/Certification:
High School diploma or GED

Special Knowledge/Skills:

- Broad knowledge of computer hardware and software applications
- Knowledge of various operating systems (UNIX, DOS, Apple)
- Knowledge of software used to develop spreadsheets, databases, and do word processing
- Ability to detect and resolve problems
- Excellent organizational, communication, and interpersonal skills
- Ability to use specialized programs to maintain personnel electronic files

Experience:
One year work experience in data entry

MAJOR RESPONSIBILITIES AND DUTIES:

Records and Reports

1. Enter alphabetic, numeric, or symbolic data from source document using online computer terminal or personal computer

2. Key and verify results according to procedures provided

3. Recognize and correct errors in original data prior to processing
MAJOR RESPONSIBILITIES AND DUTIES: (continued)

Records and Reports (continued)

4. Recognize deficiencies in source documents and return them to originator for correction
5. Print reports using database information including personnel, payroll

Other:

6. Comply with district policies, as well as state and federal laws and regulations
7. Adhere to the district’s safety policies and procedures
8. Maintain confidentiality in the conduct of district business
9. Must be able to perform the essential functions of walking and interacting with students and/or district employees in the specific work site assigned (classroom or office setting)
10. Demonstrate regular and prompt attendance
11. Other duties as assigned

SUPERVISORY RESPONSIBILITIES:

None

EQUIPMENT USED:

Copier, personal computer and appropriate software, typewriter, printer, calculator, fax machine and audio-visual equipment

WORKING CONDITIONS:

Mental Demands:

Reading, ability to communicate effectively (verbal and written); maintain emotional control under stress; coordinate district-wide curriculum functions; interpret policy, procedures, and data
JOB DESCRIPTION
DATA PROCESSING FACILITATOR

WORKING CONDITIONS: (continued)

Physical Demands/Environmental Factors: (continued)

Frequent standing, walking, stooping, bending, kneeling, pulling, pushing, lifting, carrying; moving small stacks of textbooks, media equipment, desks, and other classroom equipment; repetitive hand motions; prolonged use of computer terminal possible; occasional district-wide travel; occasional state-wide travel; frequent prolonged and irregular hours; possible biological exposure to bacteria and communicable diseases; specific vision abilities required by this job include close vision, distance vision, peripheral vision, and the ability to adjust focus; frequent light lifting and carrying (under 15 pounds); occasional moderate lifting and carrying (15-44 pounds).

EVALUATION:

Paraprofessional Evaluation