



Longview Independent School District

JOB DESCRIPTION DATA CLERK

JOB TITLE:	Data Clerk	WAGE/HOUR STATUS:	Non-Exempt
REPORTS TO:	Principal Campus	TERMS:	187 Days
DEPARTMENT:	Assigned	PAY GRADE:	Clerical/Par 2

PRIMARY PURPOSE:

Assist in efficient operation of school office and provide data entry services for school

QUALIFICATIONS:

Education/Certification:

High School diploma or GED

Experience:

Experience in data entry; possess public relations skills

Special Knowledge and Skills:

- Basic computer knowledge
- Maintain composure in a stressful situation
- Ability to work under a minimum amount of supervision

MAJOR RESPONSIBILITIES AND DUTIES:

1. Perform data entry as needed for campus office
2. Respond to inquiries for the public, parents, students, and campus staff
3. Maintain student information on a computer
4. Assist with clerical tasks
5. Comply with district policies, as well as state and federal laws and regulations



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MAJOR RESPONSIBILITIES AND DUTIES: (continued)

6. Adhere to the district's safety policies and procedures
7. Maintain confidentiality in the conduct of district business
8. 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)
9. Demonstrate regular and prompt attendance
10. 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



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WORKING CONDITIONS: (continued)

Physical Demands/Environmental Factors:

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

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties and skills that may be required. This job description is not an employment agreement or contract. The administration has the exclusive right to alter this job description at any time without notice.

Printed Name: _____

Signature: _____ Date: _____

ESTABLISHED/REVISED: May, 2017