



# Longview Independent School District

## JOB DESCRIPTION

# DATA PROCESSING FACILITATOR

<b>JOB TITLE:</b>	Data Processing Facilitator	<b>WAGE/HOUR STATUS:</b>	Non-Exempt
<b>REPORTS TO:</b>	Principal	<b>TERMS:</b>	226 Days
<b>DEPARTMENT:</b>	Longview High School	<b>PAY GRADE:</b>	Clerical/Para 5

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### 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



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### 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



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### 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

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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: APRIL, 2020**