

GCISD Job Description

Job Title: Student Data Secretary
Department/School: Assigned Campus
Reports to: Principal

Days/ Status: Nonexempt
Pay Grade:
HR Date Approved: 10/2007

Summary:

The primary purpose is to maintain accurate records for the campus. Under direct supervision, perform data entry, including attendance, Public Education Information Management System (PEIMS) data, student data, schedules, and grades.

Qualifications/Minimum Education/Certification:

High School diploma or equivalent
Two years data entry experience
Previous experience in an educational setting preferred

Special Knowledge/Skills:

Proficient computer skills, including demonstrated ability to develop spreadsheets and databases
Proficient word processing, keyboarding, and file maintenance skills
Effective organization, communication, and interpersonal skills
Knowledge of District organization and operations
Ability to operate office equipment

Major Responsibilities and Duties:

- Collect and enter student attendance data into established database and verify accuracy of data according to established procedures, including verifying and coding teachers' attendance reports daily. Monitor student sign-out book and update as necessary.
- Collect and enter student demographic and PEIMS data into established database and verify accuracy of data according to established procedures to ensure data integrity according to TEA (Texas Education Agency) standards.
- Conduct TEA PEIMS audit, running pre-PEIMS reports to locate and correct errors if necessary prior to annual PEIMS reporting deadlines.
- Create master schedule and schedule all students in classes in established database.
- Prepare and print reports, including attendance reports, registers, enrollment reports, grades, class and personnel rosters, contact hour reports, end-of-semester reports, and accounting reports.
- Maintain and update physical and computerized records, including critical student data, student cumulative folders, progress and failure reports, class rosters, grade books, and schedule changes.
- Process new student records, including requesting transcripts and records from other schools, creating enrollment packets, creating cumulative folder, online record exchange, and entering student data in appropriate databases.
- Notify appropriate District personnel of students requiring services, including ESOL, GT, At-Risk, etc.
- Act as campus liaison for parents of new students, including providing campus tours, informing parents of campus procedures, and facilitate introductions to appropriate faculty.
- Verify residency, including notarizing affidavits of residency, for all students.
- Serve as campus liaison for Family Access, including processing access request forms and assistance with questions.
- Assist parents, students, and faculty with questions regarding student attendance.

- Process student withdrawals and verify that campus property issued to the student is returned.
- Process and transmit requests for student information and transcripts.
- Call parents to verify student absences as needed.
- Report all attendance problems to designated administrator.
- Assist in campus office as needed, including answering telephones, greeting visitors, and providing assistance to the clinic.
- Maintain records identified in campus crisis plan and serve on Crisis Response Team.
- Work cooperatively with central administration staff regarding PEIMS, scheduling, database, and Family Access, on a regular basis.
- Participate in meetings/training sessions as designed by campus or district staff.
- Assist in campus duty assignments as required.
- Maintain confidentiality.
- Regular and consistent attendance.
- All other duties as assigned.

Mental/Physical/Environmental Demands:

- Maintain emotional control under stress.
- Repetitive hand motions, prolonged use of computer, and continuous sitting.
- Demonstrate patience and flexibility in changing job demands and when interacting with parents, staff, students, visitors, and the public, including working with frequent interruptions.

Intent and Acknowledgment:

The foregoing statements describe the general purpose and the responsibilities assigned to this position and are not intended to represent an exhaustive list of all responsibilities and skills required.