

## **ELK GROVE UNIFIED SCHOOL DISTRICT**

### **CLASS TITLE: DATA PROCESSING ASSISTANT**

#### **BASIC FUNCTION:**

Under the direction of an assigned supervisor, perform data processing work and data input duties to assure accurate accounting of student enrollment, scheduling, grades and pre-SIS negotiation at an assigned school site; establish, prepare and maintain related records and files; communicate with staff, student, parents and others to provide information concerning student attendance and related data; utilize a computer and assigned software; provide routine clerical support to assigned school site or District Office.

#### **ESSENTIAL FUNCTIONS:**

Perform data processing work and data input duties to assure accurate accounting of student enrollment, scheduling, grades and pre-SIS reports at an assigned school site; generate a wide variety of reports such as student grade scan sheets, class load and report cards; maintain and update student information such as addresses, phone numbers and other related information.

Input enrollment data into Student Information Systems (SIS) or pre-SIS for new and returning students; process student drops and program changes; distribute and collect grade and progress reporting forms; scan forms and generate student report cards, progress reports, transcripts and grade labels; perform daily backups of files to site file server.

Receive, monitor and distribute documentation to special education teachers; update and maintain teacher school codes and new personnel changes at school sites.

Generate various computer reports, mailing labels, scan forms and others as requested by faculty and staff; determine appropriate information needed for various reports; process grade report requests for students; purge student records as required.

Input and generate attendance data and distribute attendance reports as required; audit, reconcile and adjust attendance reports; submit reports to appropriate personnel.

Input, update and assure the accuracy of master schedule; assist school staff, counselors and teachers in related issues such as balancing class size and class schedule planning; provide information related to schedule changes, conflict or other issues.

Operate a variety of office equipment including a copier, fax machine and telephone.

Perform a variety of clerical support duties for school administrators; place and answer telephone calls; take and relay messages; type correspondence, memoranda and bulletins; file student documents; receive and sort incoming mail.

Perform related duties as assigned.

**DEMONSTRATED KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Principles, methods and problems of operating an electronic data processing computer and peripheral equipment.

Applicable laws, codes, rules and procedures.

Technical aspects of field of specialty.

High school curriculum and subject matter.

Record-keeping techniques related to classes and grades.

Correct English usage, grammar, spelling, punctuation and vocabulary.

District organization, operations, policies and objectives.

Oral and written communication skills.

Modern office practices, procedures and equipment.

Interpersonal skills using tact, patience and courtesy.

Operation of standard office equipment.

Basic math.

**ABILITY TO:**

Compile statistical data in a timely and efficient manner and prepare reports.

Interpret and explain attendance laws and school policies, rules, regulations and procedures.

Provide technical support and training to staff in computer operations.

Troubleshoot system problems and perform minor repairs to computers and peripheral equipment.

Operate a variety of standard office equipment.

Establish and maintain files and records.

Make arithmetic calculations quickly and accurately.

Plan and organize work.

Understand and follow oral and written directions.

Type at a minimum of 35 words per minute from clear copy.

Meet schedules and time lines.

Complete work with many interruptions.

Communicate effectively both orally and in writing.

Establish and maintain cooperative and effective working relationships with others.

Maintain consistent, punctual and regular attendance.

Move hands and fingers to operate a computer keyboard.

Hear and speak to exchange information in person or on the telephone.

Sit for extended periods of time.

See to read a variety of materials.

Bend at the waist, kneel or crouch.

**EDUCATION AND EXPERIENCE REQUIRED:**

Any combination equivalent to: graduation from high school and two years increasingly responsible clerical experience, including experience involving maintaining student records and statistics.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Office environment.

Constant interruptions.