

Hawkins County Schools

Student Data Management Assistant

Reports To:

Reports directly to the Principal and System Attendance Supervisor

Qualifications:

- Have a basic working knowledge of technology and database management software systems.
- Have experience in accurately managing and changing data within software and working effectively with users entering data.
- Have demonstrated the personal and professional characteristics necessary for working effectively with school personnel.

Purpose Statement:

To assist the School Principal and System Attendance Supervisor as needed to ensure that student information is accurate in order to meet the reporting needs of the system and the State Department of Education.

Essential Functions:

- Responds to inquiries from stakeholders in a respectful and polite manner and greets public by telephone as well as in person.
- May be asked to direct telephone calls and messages to proper recipients and to personally assist students and teachers with routine questions or problems.
- Daily review and evaluation of school data to ensure accurate data entry.
- Runs reports as asked by the System Attendance Supervisor.
- Types memos, lists, reports, correspondence and other materials. Performs all duties required by the System Attendance Supervisor.
- Operates standard office machines.
- Keeps accurate records, collects data and prepares reports as required.
- Ensures accuracy of specific data entered into our software system that will be used for year-end state reports (i.e. discipline, attendance, immigrant/migrant data).
- Maintains a pleasant attitude, being tactful and courteous with all school personnel, students and visitors.
- Maintains the confidentiality of reports, records, and personal experiences of a private nature regarding students, school employees and patrons.
- Works with various departments of Central Office and with the various schools to be available to provide data as needed.
- Primarily registers new students, requests permanent records and maintains permanent records in a monitored, locked and secure area.
- Creates and maintains student files.
- Keeps accurate records for all students, collects data and prepares reports as required.
- Generates new attendance sheets and distributes them on a monthly basis.
- Collects files and distributes attendance sheets on a daily basis.
- Creates and coordinates attendance incentives on a school wide basis.

- Distributes excused and unexcused notes to students on a daily basis.
- Distributes, collects and maintains school wide breakfast and lunch student status information.
- Distributes, collects, and organizes student fee waiver forms.
- Assists School-wide Title I Co-coordinator in maintaining and keeping federal guidelines and regulations.
- Maintains an orderly and business-like office.
- Assists in inventorying and ordering office supplies.
- Generates and monitors grade card distribution for teachers and students.
- Monitors and maintains school-wide student scheduling.
- Works with county Truancy Office and attends Truancy Board meetings as a school representative, if needed.
- Performs other duties as assigned by the Principal and/or Attendance Supervisor

Temperament:

1. Adaptability to performing a variety of duties, often changing from one task to another of a different nature without loss of efficiency or composure.
2. Adaptability to dealing with people.
3. Adaptability to making generalizations, evaluations, or decisions based on sensory or judgmental criteria.

Capacity and Ability Requirements:

Specific capacities and abilities may be required of an individual in order to learn or perform adequately a task or job duty.

- Intelligence: The ability to understand instructions and underlying principles. Ability to reason and make judgments.
- Verbal: Ability to understand the meanings of words and the ideas associated with them.
- Numerical: Ability to perform arithmetic operations quickly and accurately.
- Data Perception: Ability to understand and interpret information presented in the form of graphs, charts, or tables.

Evaluation:

Performance of this job will be evaluated in accordance with the provisions of the Hawkins County School Board's policy on evaluation of personnel.