

SCHOOL DISTRICT OF OKEECHOBEE COUNTY

DATA PROCESSOR

JOB DESCRIPTION

QUALIFICATIONS:

- (1) High school diploma or equivalent and TABE Test
- (2) Two (2) years successful experience in computer operation and data processing.
- (3) Satisfactory criminal background check and drug screening.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge and experience with computer systems and data processing functions. Ability to read and interpret technical manuals and other written materials. Ability to establish priorities and use time efficiently. Ability to communicate orally and in writing.

REPORTS TO:

Principal

JOB GOAL

To provide support to administration, school personnel and users of the district computer system.

SUPERVISES:

N/A

PERFORMANCE RESPONSIBILITIES:

Service Delivery

- *(1) Compile data and prepare reports as directed.
- *(2) Prepare and process data input as directed by the supervisor.
- *(3) Prepare and process registration, schedule and report card data as required.
- *(4) Assist in developing the school master schedule.
- *(5) Run programs to maintain enrollment record changes.
- *(6) Demonstrate initiative in the performance of assigned responsibilities.

Employee Qualities/Responsibilities

- *(7) Meet and deal effectively with staff members, administrators and other contact persons using tact and good judgment.
- *(8) Follow attendance, punctuality and other qualities of an appropriate work ethic.
- *(9) Ensure adherence to good safety standards.
- *(10) Maintain confidentiality regarding school/workplace matters.
- *(11) Model and maintain high ethical standards.
- *(12) Maintain expertise in assigned area to fulfill position goals and objectives.
- *(13) Participate successfully in the training programs offered to increase skill and proficiency related to assignment.

Inter/Intra-Agency Communication and Delivery

- *(14) Exercise service orientation when working with others.
- *(15) Keep supervisor informed of potential problems or unusual events.
- *(16) Use effective, positive interpersonal communication skills.
- *(17) Respond to inquiries and concerns in a timely manner.
- *(18) Serve on school and/or district committees as required or appropriate.

System Support

- *(19) Exhibit interpersonal skills to work as an effective team member.
- *(20) Follow federal and state laws as well as School Board policies, rules and regulations.
- *(21) Demonstrate support for the school district and its goals and priorities.
- *(22) Demonstrate initiative in identifying potential problems or opportunities for improvement.
- *(23) Prepare or assist in the preparation of all required reports and maintain all appropriate records.
- *(24) Participate in cross-training activities as required.
Perform other tasks consistent with the goals and objectives of this position.

*Essential Performance Responsibilities

PHYSICAL REQUIREMENTS:

Light Work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force as frequently as needed to move objects.

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TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the district's approved compensation plan.
Length of the work year and hours of employment shall be those established by the district.

EVALUATION:

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

Board approved: August 11, 2015