



# Fayette County Public Schools

Family • Collaboration • Perseverance • Service

## NOTICE OF VACANCY

**TITLE:** Data Clerk

**REPORTS TO:** Principal and Director of Attendance

**SUPERVISES:** N/A

**TERM:** 10 months

**JOB GOAL:** The responsibilities of a data clerk are: entering and updating information into relevant databases, maintaining and monitoring school attendance records as well as permanent records, maintaining the report card portal, receiving and giving calls from parents/guardians regarding school attendance, and disseminating reports regarding attendance/absences/disciplinary records/schedules/grades as requested, performing other student data entry as required.

**QUALIFICATIONS:**

- Associate's Degree is preferred
- Experience in a relevant field
- Knowledge of MS Word, Excel, and Keyboarding
- Effective decision-making and verbal and written communication skills
- Highly organized and efficient

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

**PERFORMANCE RESPONSIBILITIES:**

Job Description: Data Clerk

1. Maintain school records and files.
2. Assist in enrolling students, updating student information, and withdrawing students.
3. Make and receive telephone calls, routes messages when necessary.



# Fayette County Public Schools

Family • Collaboration • Perseverance • Service

4. Collaborate with staff and parents regarding the report card portal and online registration.
5. Enter and maintain data of teacher/student schedules and print necessary reports for teachers and students.
6. Present a pleasant, helpful attitude toward students, parents, staff, and visitors.
7. Keep all student records up-to-date in Skyward and make corrections or changes as needed.
8. Set up report card/progress reports and teacher comments in Skyward, prints report cards/progress reports, and assist with corrections.
9. Perform end of year processing including promotion/retention, completing permanent records, distributing report cards, withdrawing students for the new year, and printing necessary reports.
10. Perform all data entry required to maintain Skyward Parent Access.
11. Enter student discipline information into the electronic student information system and print reports as requested.
12. Prepare and submit all data necessary for state reports including FTE, ADA, and ADM.
13. Demonstrates ethical behavior and confidentiality of information about students in school environment and community.
14. Assist with other duties as assigned by the Principal and/or Director of Attendance.

## **APPLICATION PROCEDURE:**

Submit a Fayette County Public Schools application found at [www.fcsk12.net](http://www.fcsk12.net).  
The online application link is located on the apply page under the employment tab.

Position is available until filled.

Fayette County Public Schools does not discriminate on the basis of race, color, national origin, age, religion, political affiliation, disability, or sex in its educational programs or employment. No person shall be denied employment solely because of any impairment which is unrelated to the ability to engage in activities involved in the position of program for which the application has been made.