

Data Coordinator Secretary/Bookkeeper Job Description

Position Title:

Data Coordinator Secretary

Location:

Central Office

Evaluated By:

Personnel Supervisor, Superintendent

Duties and Responsibilities:

1. Cordially greet visitors to the central office.
2. Manage telephone calls to the office and record messages.
3. According to FERPA, keep all student personal, academic, and behavioral information confidential.
4. Maintain confidentiality of personnel records.
5. Read and follow Richland Parish *Policy & Procedures*.
6. Monitor Data Coordinator webinars and attend professional development as needed.
7. Provide or contact technical support for all data systems when needed.
8. Work cooperatively with administrators and school personnel.
9. Maintains essential records, inventories and backup.
10. Prepares/Assists with compilation and transmission of reports/data to LDE and others as deemed necessary.
11. Maintain collegial relationships with co-workers.
12. Serve as backup to other staff when the need arises.
13. Dress appropriately.
14. Perform any other duties assigned.

Qualifications:

- High School Diploma or satisfactory score on California Achievement Test
- Typing Proficiency

Terms of Employment:

12 months

Data Coordinator Secretary

Date

Superintendent

Date