

**Roswell Independent School District  
Job Description**

**Job Title: DATA ENTRY – SPECIAL SERVICES**

**Reports To: ASSISTANT SUPERINTENDENT FOR SPECIAL SERVICES**

**General Job Description:**

Working under general supervision of Assistant Superintendent for Special Services and Special Services Information Specialist for the purpose of entering student information in specialized District software for the computerized student administration system.

**Essential Duties and Responsibilities:**

1. Coordinate IEP's, initialize interims, re-entry student, re-enrollment through case managers/department heads.
2. Manage special services student files/records.
3. Reconcile data and prepare state and federal reports for special education students.
4. Prepare and maintain accurate records using pertinent district software applications, SEAS.
5. Gathering and/or collate data.
6. Compile and reconcile class lists for state reporting.
7. Records requests for new students.
8. Preparation and maintenance of accurate records.
9. Maintain confidentiality with sensitive matters.
10. Be flexible and able to prioritize tasks and maintain accurate and detailed records.
11. Report to work on time and work no less than 7 hours per day.
12. Work independently with very little supervision.
13. May be required to perform other related functions/duties as assigned by your supervisor.

**Supervisory Responsibilities:**

None

**Qualifications:**

1. High School diploma or GED
2. Two years job related experience.
3. SEAS, Word Perfect, Access database, and Excel (formulas).

**Physical Requirements:**

Sitting, standing, lifting and carrying (up to 40 pounds), climbing stairs, reaching, squatting, kneeling, having full mobility of fingers/hands, and moving light furniture may be required, unless ADA accommodations have been mutually agreed on and does not create an undue hardship upon the district.

**Safety and Health:**

Knowledge of universal hygiene precautions (blood borne pathogens, body fluids, etc.)

**Equipment/Material Handled:**

Must know how to properly operate, or be willing to learn to operate, multi-media equipment including current technology as needed.

**Work Environment:**

Must be able to work within various degrees of noise and temperature. Interruptions of work are routine. Flexibility and patience are required. Must be self-motivated and able to complete job assignments without direct supervision. After hours work may be required. May make site visits when needed. May work under stressful conditions on occasion.

**DATA ENTRY – SPECIAL SERVICES (CONT'D)**

**Terms of Employment:**

Salary and work year to be established by the Board.

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**I have read and understand the responsibilities and duties as described in this job description and can meet all essential functions.**

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**Signature**

**Printed Name**

**Date**