

Job Title:	PRESCHOOL DATA CLERK	Reports to:	Principal / Preschool Coordinator
FLSA status:	Non- Exempt	Supervisor duties:	none
Classification:	Classified	Approved on:	10/13/2020
Position Summary:	Performs a variety of clerical duties involving typing, filing and maintaining records or reports in support of the preschool or District function; responsible for inputting data entry for preschool student attendance.		

ESSENTIAL DUTIES & RESPONSIBILITIES:

- Maintain correct preschool student records in computer and hard copies in folders
- Registers and withdraws students; review completed enrollment forms, send for student records and provide information to preschool director to determine teacher assignment of student/placement
- Maintain correct attendance data for each preschool teacher and turn in reports as required by local and state offices.
- Address attendance issues and enrollment questions.
- Make necessary contact with parents of children with attendance problems; work with school/district liaisons for parent contact.
- Verify and sign all forms brought in by parents requiring enrollment information; i.e. DES forms, for court and other special services.
- Verify attendance and enrollment for preschool teams/Quality First documentation
- Schedule Child Find appointments
- Contact parents as needed via phone, email
- Provide IEP/Evaluation paperwork to B Building staff for permanent file retention
- Maintain a list of all new students to the school and/or district; maintain and prepare class lists.
- Assist secretary, school nurse, and other staff members as needed.
- Provide necessary secretarial responsibilities in the secretary's absence
- Prepare student cum folders for following year
- Prepare transition files for preschoolers aging to kindergarten
- Create yearly registration/enrollment packets; participate in yearly enrollment
- Monitor and maintain error reports for SIS.
- Monitor and maintain 45 Day Screening forms for new preschool students/ from private and Head start programs
- Support the paperwork needed by the Preschool director or special education students
- Attend Quality first trainings for documentation of QF requirements and scholarship applications
- Participate as needed with community outreach programs
- Help develop Preschool newsletters to families
- Other duties as assigned

KNOWLEDGE, SKILLS & ABILITIES:

- English-Spanish-Navajo bilingual (oral and written) preferred, computer operation/skills, data management skills
- Ability to communicate effectively verbally and in writing to people of all ages and backgrounds
- Ability to apply common sense understanding to solve practical problems and deal with a variety of situations.
- Ability to work cooperatively and courteously with staff, students, parents and community members.
- Communication skills and traits that promote a child friendly atmosphere and be able to maintain confidentiality.
- Ability to accept change, be flexible and show initiative
- Skills to operate standard office equipment including use of basic computer applications, use English in both written and verbal form, use correct spelling, grammar and punctuation, perform basic arithmetic calculations.
- Office skills: typing, copy machine, telephone, bookkeeping procedures, knowledge of computers and calculator.
- Knowledge of state laws governing records and attendance

QUALIFICATIONS & REQUIREMENTS:

Education & Experience:

- HS diploma or equivalent required
- Two years experience in a school environment desired

Computer Proficiency: MS Office Suite, Google Suite

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is required to reach with hands and arms. This position requires the use of strength to lift items needed to perform the functions of the job; sit, stand and walk for required periods of time; speak and hear; use close vision, color vision, peripheral vision and depth perception along with the ability to focus vision; communicate effectively in English, using proper grammar and vocabulary. The employee would be required to carry up to 20 pounds safely and could occasionally lift or move up to 50 pounds.

WORK ENVIRONMENT:

The position is exposed to a variety of childhood and adult diseases and illnesses; occasional exposure to a variety of weather conditions; exposure to heated/air conditioned and ventilated facilities; exposure to a building in which a variety of chemical substances are used for cleaning, instruction, and/or operation of equipment; function in a workplace that is usually moderately quiet but that can be noisy at times.

Disclaimer: The duties and responsibilities identified in this position description are illustrative only and are in no way intended to be a complete list of activities that may be required of an incumbent. The information contained in this job description is for compliance with the American Disabilities Act (ADA) and is not an exhaustive list of duties performed for this position. Additional duties may be performed by the individual currently holding this position and additional duties may be assigned.