

**Job Title:** Secretary / Data Clerk

**Job Type:** Full Time

**Compensation:** Commensurate w/experience & qualifications

**Position Summary:** Furlow Charter School (FCS) is a free public school serving Sumter County, GA, with ~600 students in grades k-12. Our curriculum emphasizes project-based and service learning, as well as fine arts and foreign languages. Our mission is to foster success in our diverse community of students through innovative approaches encouraging critical thinking and multi-disciplinary learning in an active, inclusive, and engaging environment. FCS is committed to fostering cultural awareness, inclusivity, social responsibility, and academic awareness. Successful candidates will demonstrate commitment to diversity and inclusivity.

In addition to secretarial duties, the Secretary / Data Clerk is responsible for registering students and managing a wide variety of student and curriculum information.

**ESSENTIAL DUTIES INCLUDE, BUT ARE NOT LIMITED TO:**

Secretary

- Performs the usual office routines and practices associated with a busy, productive, and smoothly-run office
- Prepares office correspondence whether original or in standard form
- Proficient in Microsoft and Office and is able to perform other school computing functions as assigned
- Acts as receptionist
- Receives and routes incoming calls
- Exhibits pleasant behavior when dealing with the public or with other employees
- Handles incoming and outgoing correspondence
- Keeps records of all leaves and absences
- Presents a positive image when discussing school or school related business to the public
- Maintains such records as shall be required
- Establishes and maintains an efficient filing and retrieval system for assigned areas
- Assists in preparing instructional materials as required
- Maintains a log of visitors to the school
- Operates office machines
- Prepares materials and information necessary for the opening and closing of school (sick leave forms, physicals, etc.)
- Performs other duties as assigned by the appropriate administrator

## Data Clerk

- Communicates with previous schools, for incoming students, to get all relevant educational records, including following up with families in regards to immunization, birth certificate, and social security records
- Completes all withdrawal paperwork for exiting students, including getting transfer grades from teachers and collecting textbooks
- Enters student transcript college grades for dual enrolled students and transferred in grades
- Manages and submits, both via mail and electronically, transcripts and other requested records as authorized and prepares related correspondence
- Ensures accuracy and integrity of students/staff data through the use of various queries and edit reports by continually editing and updating data
- Runs and prints various reports for school use as requested by administrators
- Helps maintain permanent records; Applies test score labels to test cards in student permanent records; Enters graduation information in SIS and prepares transcripts for colleges
- Ensures confidentiality and security of all student and staff information maintained in student information systems
- Processes required forms and information to enroll new students and discusses the process with students and parents
- Enters student “entry” and “leave” data daily and updates demographic data as changes are presented
- Enters student schedules, adding/dropping students in appropriate sections for all classes after master schedules have been developed by the administration
- Performs other duties as assigned by the appropriate administrator

## **REQUIRED QUALIFICATIONS AND EXPERIENCE**

Education: High School diploma or GED required

Certification/Licensure: None required

Experience: Minimum 2 years clerical/secretarial experience required; Experience in data processing preferred

Knowledge/Skills/Abilities:

- Proficient in computer data manipulation
- Ability to handle minor student problems and work with students, parents and staff members
- Must be proficient in Microsoft Office
- Must be proficient in Infinite Campus
- Ability to handle confidential information
- Ability to compose and compile correspondence from a variety of sources
- Must be able to work effectively with administration, staff, parents, and scholars
- Ability to work with minimal supervision
- Must be detailed and task oriented
- Excellent organizational skills and customer service skills
- Excellent communication skills both written and verbal

**HOW TO APPLY:** Please email the following to [sduff@furlowcharter.org](mailto:sduff@furlowcharter.org)

- Cover letter explaining interest in the position
- Resume outlining education, prior work experience, and 3 professional references

Furlow Charter School is an Equal Opportunity Employer. Furlow Charter School does not discriminate on the basis of race, color, sex, national origin, disability, or age in its employment practices.