JOB DESCRIPTION

Salary Grade:
3
CUPE 1328

Job Title:
Student Data Clerk

PRIMARY FUNCTION

The primary purpose of this job is to maintain an accurate student data file.

MAIN RESPONSIBILITIES

1. Updates the Student Data File by ensuring accurate entry of student information or new admittances by:

    - receiving student data cards (new admittances) from schools, checking the assessment roll book to assign the correct assessment number
    - checking card for completeness and contacting school secretary for missing information
    - preparing batches of twenty-five student cards, and assigning a number to the batch, and recording the number in the log book
    - utilizing the computerized batch system to enter student data card information (name, address, school, grade, transportation, special services, custody release etc.), by batch, into the system
    - preparing student data cards (new admittances) for system entry by external contractor by putting roll number on cards, writing in appropriate abbreviations on cards, batching, and carrying box of cards to Systems Services for shipment to contractor
    - filing and retaining the cards for three months before sending for recycling
    - checking the systems services edit report for errors e.g. wrong student number, incorrect field number, incorrect school etc.
    - re-entering corrections into the system.

2. Processes changes to the Student Data file by:

- receiving student data cards from schools to process information changes
- activating the dormant records of students re-entering the TCDSB system or processing them as new admittances, as necessary
- updating the pre-existing records of re-admittances
- receiving notification of cancelled student registrations from school secretaries, and entering system in terminal to delete records of students
- correcting the records of transferring students by entering the appropriate date of transfer, name of new school, address change etc.
- updating the Student Data File with ongoing information changes, e.g. address, new assessment roll, grade change, etc.

3. Provides a variety of reports and material to the schools by:

    - responding to daily requests from school secretaries for a variety of lists (e.g. class, alpha, street list etc.) and forms (e.g. student data update forms, student registration forms)
    - accessing appropriate program to enter school code and list code
    - maintaining a hard copy record of all requests
    - entering into appropriate system, the student number, school code etc. to generate student data card, transfer form, OSR label, as requested
    - receiving completed student registration forms, and entering data (school code, percent time, graded, etc.)
    - updating the staff roster of schools, as requested, on an ongoing basis during the year
    - reviewing the edit report and re-entering corrections
    - mailing the requested lists, forms, labels, staff roster reports etc. on a weekly basis.

4. Reviews the weekly edit reports to correct Student Data file records by:

    - checking reports (5 kinds of reports) for errors such as: re-admittance not new entry; students don't match staff roster; student entered twice in grade; same student different schools; student card with no roll number etc.
    - accessing student data card, contacting school secretary, and/or accessing on-line system to obtain correct information
    - entering data to correct errors
    - mailing corrected data to school secretaries.

5. Provide administrative support to the Student Data Officer by:

    - word processing and composing memos and correspondence, as required
    - maintaining a filing system of the student data cards
    - completing a purchase requisition for stationery and supplies, as required
    - answering the phones for the Student Data section
    - distributing mail and photocopying as required

- providing guidance and direction to temporary staff
- assisting the Student Data Officer in outlining new procedures and providing in-service to schools, as required

6. Performs other duties as assigned or required.

SKILL

- Secondary School Diploma or equivalent
- 1-2 years related experience.

EFFORT

- The complexity of the job is in maintaining an up-to-date and accurate Student Date File. Organizing the daily work to ensure completion. Understanding and utilizing the procedures, edit reports etc. to process Student Data File updates.
- Manual dexterity and visual concentration when keyboarding, checking edit reports, filing – 80%. Required to lift boxes (approximately 20 lbs.) 2-3 times/week.

RESPONSIBILITY

- Decision making in the setting up of own schedule to ensure the completion of work, for the daily, weekly & monthly mailouts.
- Errors in maintaining data files would result in inaccurate enrolment statistics, inaccurate Teacher Personnel Records, misplaced students and improper provincial grants. Errors could be caught by school staff, Personnel, or Grants Department.
- Contacts for the exchange of information, with schools and Systems Services staff.

WORKING CONDITIONS

- Open office concept environment.
- Stress from daily, weekly and monthly deadlines.

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