



JOB DESCRIPTION

Salary Grade: 3 CUPE 1328

Job Title:

Assessment – Student Data Clerk

PRIMARY FUNCTION

The primary function of this job is to check and correct the School Support Conflict lists.

MAIN RESPONSIBILITIES

1. Checks and corrects parent/guardian name, property roll number and address on the Elementary and Secondary School Support Conflict list by:
 - using Street Index Guide to check accuracy of roll number of each listing
 - looking up the roll number on the School Support List to see if the parent/guardian indicated resides at that address
 - checking listing on the computer terminal for up-to-date information
 - telephoning home or business phone number or School Secretary if School Support List or computer terminal isn't helpful
 - reading listing code to determine religion and school support, and marking separate school students who have public school support.
2. Prepares a list of all separate school students who are public school supporters (bill public school list) by referring to the School Support List.
3. Utilizes the Student Demit Report (students no longer in separate school) to cross off names of students from the 'bill public school list'.
4. Cross checks general interest course applications to School Support List and corrects conflicts and marks separate school students who are public supporters.
5. Completes the appropriate change form for referral to the Student Data Centre to ensure that each correction on the School Support Conflict List is updated.

6. Performs other duties as assigned or required such as providing support to Clerk 2, Assessment, as required.

SKILL

- Grade 12 education or equivalent and 45 w.p.m. keyboarding speed
- 6 months to 12 months related experience.

EFFORT

- Complexity of the job is in correcting the conflict lists by determining the best and quickest process of checking
- Visual demand and concentration when checking conflict lists and school support lists
- Minor physical demand

RESPONSIBILITY

- Decisions in determining best source of information when correcting conflict lists.
- Failure to identify public school supporting separate school students would delay billing of public board until next conflict list is produced. Failure to change address or conflict list would create work for School Secretary.
- Contacts with Assessment staff in performance of duties; contacts with public to obtain information (i.e. correct address) to correct conflict list, contacts with other TCDSB areas to exchange information.

WORKING CONDITIONS

- Noise and odor from cafeteria and open concept work environment.
- Stress from work deadlines.