

Job Title: CLERK, DATA ENTRY/NGS
Reports to: Migrant Service Coordinator
Dept./School: Federal Programs
Wage/Hour Status: Non-exempt
Date Revised: May 2008

Primary Purpose

Verifies the accuracy of Certificate of Eligibility for each recruited migrant family/student for the Superintendent's designee as required by the Texas Education Agency. Enter all migrant student demographic, instructional, academic, and health information into the New Generation System for transfer via the Internet to other Texas school districts, and districts across the United States. Provide this information to instructional, guidance, and administrative staff to assist with the district and state goals for improving migrant student academic performance. Coordinates accuracy of all migrant PEIMS data. Designs and modifies computer programs for administrative record keeping and generated reports for data analysis on migrant students.

QUALIFICATIONS

Education/Certification

High school diploma or GED
Yearly Certification in NGS Procedures (Regional Office)

Special Knowledge/Skills

Proficient typing/word processing (minimum of 35 WPM), file maintenance
Knowledge of basic computer operations
Excellent organization, communication, and interpersonal skills
Ability to operate basic office equipment
Ability to use personal computer and software to develop databases, and do word processing
Preferably be familiar with COE (Certificate of Eligibility),
Ability to meet established deadlines, extract data from Region XV database.

Experience

Data entry experience

MAJOR RESPONSIBILITIES AND DUITES

Records and Reports

1. Provide information from data base to Migrant Service Coordinator to assist in completing the Migrant S.A.S. yearly project application.
2. Provide the auditable student information to the Migrant Service Coordinator for the yearly Migrant Performance Report.
3. Develop and maintain auditable eligibility files for former and current migrant students by their campus.
4. Review prior year eligibility forms and develop a list of students who were identified as former migrant students during the previous year.
5. Verify that each student has enrolled in the district and still resides in the area.
6. Disseminate the migrant list to each clerk in the office to assist campus personnel in identifying the students and the service they have received during the year.

7. Process all completed eligibility forms as described by law.
8. Make original copy of Education Record, file in auditable file for use in auditing purposes.
9. Provide copies of medical forms to ID&R recruiters to distribute to school nurses for updating the medical information on all identified migrant students in district.
10. Provide a monthly update on all migrant students to campus personnel (principal, parental aide, nurse, and counselor).
11. Maintain active/inactive ID&R files.
12. Responsible for updates on all migrant students on:
 - End of semester grades
 - Immunization
 - Credit Accruals
 - Recommended Courses
 - Withdrawals
 - Mass Enrollment
 - Graduation and other termination dates on each student
 - Summer School
 - Eligibility Verification
 - Previous Coursework
13. Request and document graduation plans for all secondary students
14. Attend training sessions for Data Entry Specialist as they become available

Other

15. Perform other duties assigned by supervisor.
16. Maintain confidentiality of information.

EQUIPMENT USED

Personal computer or online computer terminal, printer, calculator, and copier.

WORKING CONDITIONS

Office environment

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.