



**FEDERAL WAY  
PUBLIC SCHOOLS**

## **Position Description**

### **DATA SECRETARY – HIGH SCHOOL**

**POSITION SUMMARY:** The High School Data Secretary is the main contact for student records, including transcripts, grades and cumulative information. This position is responsible for enrolling and withdrawing students, and facilitating schedule changes. The individual in this position should be familiar with District and State graduation requirements.

This Secretary should also have a strong aptitude for working with data/numbers, have the ability to develop a keen sense of task priorities during periods of 'heavy data demands,' and understand that their work directly supports many critical aspects of the District's mission and funding operation.

This position requires a continuous training cycle as various modules in the Student Information Software are updated and changed. Data Secretaries are considered to be responsible for participating in the training opportunities that are regularly provided. This position will utilize the District's Student Information System software to pull needed student data.

**MAJOR RESPONSIBILITIES** include the following. This list is meant to be representative, not exhaustive. Some incumbents may not perform all the duties listed while in other cases related duties may also be assigned. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Produce and maintain student records such as cumulative files, transcripts and report cards.
- Process student enrollments and withdrawals.
- Produce required attendance and enrollment reports per State, Federal and/or funding mandates.
- Protect the confidentiality of student data and ensure proper access and use of the District's current Student Information Software system.
- Load and run standardized (template) data reports from the District's current Student Information Software.
- Design custom-format data reports, as needed locally, from the District's current Student Information Software.
- Respond to student data report requests from the Board of Education, ESC Administration, or School Administration.
- Ensure the accuracy (data integrity) of all data being entered into the District's current Student Information Software.
- Input the Master Schedule.
- Input student schedules and /or changes in student schedules, as needed.
- Order diplomas and covers. Mail out diplomas, transcripts, immunization records and report cards.
- Prepare non grad reports.

**OTHER RESPONSIBILITIES:**

- May periodically assist other secretaries with greeting students, staff, parents, community members, and other visitors upon their entrance to the building. May also assist with answering incoming telephone calls, providing accurate information, directing calls to others, and taking messages. This position may periodically need to

JOB DESCRIPTION: Data Secretary – High School

**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 this 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 will regularly sit, stand, and walk, bend neck and back, use hands for repetitive grasping and fine manipulation. The employee will occasionally be required to climb stairs/ladder, squat, kneel, knee stand, lift and reach overhead, and lift/carry and pushing/pulling. The employee must constantly lift/carry up to 5 pounds and must frequently lift /carry up to 10 pounds. The employee will occasionally lift/carry a maximum of 20 lbs. The employee is occasionally required to push/pull a maximum weight of 100 pounds.

**WORK ENVIRONMENT:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this 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 regularly works in indoor conditions and regularly works near video display. The noise level in the work environment is usually moderate. The position constantly deals with frequent interruptions, demanding deadlines, and occasionally deals with angry and distraught employees and community members.

**WORK SCHEDULE**

This position typically works, \_\_\_ hours per day, Monday through Friday, \_\_\_ days per year

**REPORTING RELATIONSHIP**

This position reports to, and is evaluated by the building Principal and/or Designee. This position may receive some direction and setting of priorities from the Office Manager.

**REPRESENTATION**

Federal Way Education Association – Education Support Professionals (FWEA-ESP)

**LEVEL OF COMPENSATION**

Level 4 on the FWEA-ESP Salary Schedule

**CLASSIFICATION HISTORY**

Updated 7/2016

DISCLAIMER

The preceding list is not exhaustive and may be supplemented as necessary. The statements contained herein reflect general details as necessary to describe the principal functions of this job, the scope of responsibility and the level of knowledge and skills typically required, but should not be considered an all-inclusive listing of work requirements, skills or duties so classified. All personnel may be required to perform duties outside their normal responsibilities from time to time as needed.

All employment open positions are made available on a nondiscriminatory basis without regard to race, color, creed, religion, sexual orientation, national origin, gender, age, disability or veteran status.

*Job descriptions are written as a representative list of the ADA essential duties performed by the entire classification. They cannot include, and are not intended to include, every possible activity and task performed by every specific employee.*