

**Peninsula School District  
Job Description**

**DATA SECRETARY – STUDENT SERVICES**

**LOCATION:** Educational Service Center

**JOB SUMMARY:**

This position provides data secretarial support to the Student Services Department through maintenance of the special education database, Goalview. This position provides back-up assistance to other departmental secretarial staff and communicates with the public, staff members, parents, and other educational agencies.

**DUTIES AND RESPONSIBILITIES:**

1. Creates and maintains the special education database by inputting student records, monitoring compliance, and running reports. Functions as the Goalview Account Manager.
2. Provides monthly special education count to the state via Goalview and the state student record system. Also provides information for annual state reports, as required.
3. Places and receives telephone calls and responds to caller inquiries/requests; provides information or routes caller to appropriate staff member; takes and relays messages.
4. Works closely with special education staff regarding procedures and paperwork.
5. Provides assistance to special education staff, grant/budget specialist, principals, Student Services staff.
9. Ensures confidentiality as required.
10. Performs related duties as assigned.

**REPORTING RELATIONSHIP:**

Reports to the Executive Director of Student Services

**AFFILIATION:** PSE – Clerical

**FLSA:** Covered

**MINIMUM QUALIFICATIONS:**

**Education and Experience**

High school graduate, or equivalent, and three years of database experience.

**Allowable Substitutions**

Advanced technical training in clerical procedures may substitute on a month-for-month basis for up to two years of the required experience.

**Knowledge, Skills and Abilities**

Knowledge of general secretarial and database procedures.

Knowledge of correct grammar, spelling and English usage.

Ability to operate a personal computer and specific software programs, including creating databases and spreadsheet files.

Keyboarding skill at 60 wpm.

Effective oral and written skills.

Ability to maintain accurate records.

Ability to set up and maintain an accurate filing system.

Ability to organize and set priorities.

Ability to work effectively under pressure and remain flexible.

Ability to maintain confidentiality.

Ability to establish and maintain effective working relationships with staff and the public.

revised 9/07