

**Hernando County School Board  
Florida**

FLSA: Non-Exempt, Non-Union

<b>DATA ENTRY OPERATOR – TITLE I AND TITLE X</b>
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**Required Qualifications:**

- High school diploma or General Education Diploma (GED)
- Data processing experience
- Ability to pass typing test of 50 words per minute
- Possess knowledge of computers, office equipment and software
- Considerable knowledge of mainframe software, word processing, spreadsheet and database programs
- Ability to compile data and prepare reports
- Ability to communicate effectively with administrators, personnel and public

**Desired Qualifications:**

- Knowledge of Department of Education (DOE), District and school rules and regulations pertaining to student data

**Performance Responsibilities:**

- Responsible for data entry, records and tracking of information pertaining to Title I requirements
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- Responsible for verification of survey data for Title I and Title X
- Assist District Title I and Title X personnel in program documentation, reporting and records maintenance, and state monitoring preparation
- Assist District Title I and Title X personnel with taking meeting minutes
- Generate reports needed by District Title I and Title X personnel
- Assist District Title I and Title X personnel with presentation preparation Maintain records for extended learning programs, employee time and effort logs, and various school/district plans
- Assist in creating, inputting and reporting of Title I and Title X stakeholder surveys
- Assist with family involvement planning and implementation of district and school based family involvement initiatives Assist the Students and Families in Transition Social Worker with identifying homeless students and providing services
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- Perform other duties as assigned by the Supervisor of Title I Programs and/or designee

**Physical Demands:**

Exerting up to 50 pounds of force occasionally and/or up to 20 pounds of force frequently, and/or to 10 pounds of force regularly or as needed to move objects.

**Reports to:**

Reports directly to the Supervisor of Title I Programs and/or designee

**Evaluations:**

Annual evaluation done by the Supervisor of Title I Programs and/or designee

**Terms of Employment:**

- 10-month employment
- Title I and Title X grant funded

**Salary:**

Salary based upon approved salary schedule – Confidential Level D

**Job Code:**

73096

Board Approved: 09/06/11

Revised: 06/10/14