Job Title: **CLERK, DATA ENTRY/NGS**
Reports to: Migrant Service Coordinator
Dept. /School: Federal & State Programs
Wage/Hour Status: Non-exempt
Date Revised: May 21, 2018

Primary Purpose
Responsible for obtaining, entering and processing all Certificate of Eligibility and identification forms for all migrant students in the school district. Also to include the data entry of demographic, instructional, academic, health and support services into the Migrant New Generation System database for transfer of information via the internet to other school districts across the state of Texas and the United States. Provide this information to instructional, guidance and administrative staff to assist with district and state goals for the improvement of migrant student academic performance. Coordinate accuracy of all migrant PEIMS data and generate reports on migrant students and present them to administrators as requested.

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QUALIFICATIONS

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Education/Certification
High school diploma or GED
Yearly training and re-certification by TEA/Region XV personnel on ID&R, COE and NGS

Special Knowledge/Skills
Proficient typing/word processing (minimum of 35 WPM), file maintenance
Excellent organization, communication and interpersonal skills
Ability to operate basic office equipment and personal computer
Proficient in Microsoft Word and Excel Programs
COE (Certificate of Eligibility) Knowledge preferred
Extraction of data from Skyward (local) MSIX and NGS databases,
Knowledgeable in creating reports with Skyward Data Mining, MSIX and NGS data base
Report Generator
Ability to meet established deadlines
Driver's license and vehicle

Experience
Data entry experience

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MAJOR RESPONSIBILITES AND DUTIES

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1. Enter, review and correct data from Certificates of Eligibility (COE) in New Generation System (NGS).

2. Correctly determine when migrant activity is qualifying or non-qualifying on COE.

3. Maintain daily log of incoming data of COEs, enrollment, continued residency, withdrawals, health, STAAR, supplemental programs and errors.

4. Interpret eligibility related data on NGS.

5. Enter semester grades for 9-12; recommended courses for 8-11; STAAR scores, Special Ed., GT, Graduates, GED, Supplemental programs, Student Unique ID into NGS.

6. Run NGS campus reports, Priority for Services, STAAR, Spec. Ed., max enrollment reports, immunization reports, district reports, summer reports, and any other report requested by Migrant Coordinator.

7. Maintain weekly and monthly campus counts.

8. Maintain accountability log for auditable purposes.

9. Plan, prepare and file information from one year to the next.

10. Update program coordinator of migrant student status changes.

11. Provide a monthly update on all migrant students to Migrant Service Coordinator who will disseminate to campus personnel.

12. Keep records and count of active PK -3 and 4 year old migrant students.

13. Maintain residency verification reports, unique count reports, end of eligibility report, contact report and facility report.

14. Maintain Reviewer Log, COE's reviewed, errors and corrections made.

OTHER

15. Attend training sessions for updated information for ID&R and NGS data base specialists as available.

16. Maintain confidentiality of information.

17. Perform other related duties as assigned by supervisor.

EQUIPMENT USED

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

WORKING CONDITIONS

Mental Demands/Physical Demands/Environmental Factors

Maintain emotional control under stress; work with frequent interruptions. Repetitive hand motions and prolonged use of computer.

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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.

Supervisor: _____   **Date:** _____

Employee: _____   **Date:** _____