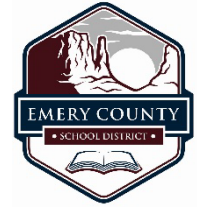


EMERY COUNTY SCHOOL DISTRICT

APPROVED JOB DESCRIPTION



I. Job Title: Technology Data Entry Specialist

Classification Category: VII – Technology	Date Established: August 6, 2026
Job ID: 720	Pay Schedule: Classified
FLSA Status: Non-Exempt	Pay Grade: 9
Provisional Period: 12 Months	Supervisor: Education Technology Director

II. Summary & General Purpose:

Provides basic technical reporting requirements as well as data entry & system maintenance for all District technology operations.

III. Essential Duties May Include the Following:

- Accurately enter, update, and manage student information, attendance, registration, personnel, or financial data into district databases and software systems.
- Create, format, update, and maintain complex spreadsheets or other software platforms.
- Track district metrics, inventory, or operational schedules.
- Data Verification and Auditing: Audit incoming data for errors or omissions; cross-reference entries against source documents to ensure high data integrity and compliance with state and federal reporting standards.
- Run routine and custom reports from database systems and compile summary sheets for administrators and state reporting requirements.
- Organize digital files and maintain physical archives in compliance with record-retention policies and privacy regulations (FERPA).
- Assist administrators, school secretaries, and staff with data retrieval, troubleshooting basic data errors, and administrative office support.
- Perform year-end data rollover tasks, clean up archives, conduct physical and digital audits, and prepare administrative systems for the return of school staff and students.

IV. Marginal Duties May Include the Following:

- Performs other miscellaneous duties as assigned.

V. Qualifications:

General: Must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill and/or ability required. Strict adherence to student privacy regulations (FERPA) and district confidentiality protocols. Reasonable accommodations may be made to enable individuals with disability to perform the essential functions.

Education: High School diploma or GED required. Preference may be given to applicants with post-secondary training in information technology or a related field.

Experience: Minimum of 1 year of dedicated data entry, clerical, or administrative experience handling sensitive information. Preference may be given to applicants with previous experience with personal computers and relevant computer software.

Knowledge: Knowledge of advanced Google and Microsoft Office applications, particularly Excel with skills in creating/formatting spreadsheets, managing large datasets, using formulas, data filtering, and removing duplicates. Knowledge of common software programs with ability to learn specialty programs used by District and/or schools.

Skills & Abilities: Ability to establish and maintain effective working relationships with students, staff and the school community. Ability to speak clearly and concisely both in oral and written communication. Ability to perform duties with awareness of all District requirements and Board of Education policies. Ability to define problems, collect data, establish facts and draw valid conclusions.

VI. Working Conditions:

While performing the duties of this job, the employee is regularly required to sit, stand and move about the work area; use hands to handle, finger and feel objects, tools, or controls; and talk or hear. The employee may occasionally lift and/or move objects up to 50 pounds. Specific vision abilities required by this job include close vision and depth perception.

The above statements are intended to describe the general nature and level of work being performed by the person(s) assigned to this job. They are not intended to be an exhaustive list of all duties, responsibilities, skills required of personnel so classified. This updated job description supersedes prior descriptions for the same or similar position. Management reserves the right to add or change duties at any time.