



TULSA PUBLIC SCHOOLS

Equal Opportunity Employer



Job Description

Job Title: Data Entry Clerk, Indian Ed

Reports to: Indian Pupil Education Coordinator
Department: Indian Pupil Education
Compensation: Hourly Grade 3
Overtime Status: Non-Exempt
Date Job Revised: July 24, 2006

Position Summary:

Responsible for TPS Indian student enrollment

Minimum Qualifications/Job Requirements:

Education:

- H.S. Diploma; Computer Science Associate Degree

Specialized Knowledge, Licenses, etc:

- Knowledge of urban Indian community and federally-recognized tribes

Experience:

Specific Training/Skills:

- Computer technology skills – MS Access

Physical Requirements (If Applicable):

Other:

- Excellent communication and people skills

Customer Contacts (Internal and External):

- Staff, schools, Pupil Accounting, Parents, Tribal Organizations, Community Organizations

Essential Job Functions:

- Identifies, records, and enrolls eligible Indian students in the Indian Pupil Education Program.
- Responsible for Indian student counts which is critical information for four (4) funding sources.
- Utilizes MS Access and TPS mainframe for student information/accountability in tracking and cross-referencing for four (4) different databases.
- Reports information to IPE Coordinator and JOM Co-Partners, Creek and Cherokee Nations.
- Maintains MS Access database for Cherokee Nation of Oklahoma tribally enrolled citizens in TPS system to obtain revenue for District. This is reported directly to Superintendent.
- Attends In-Service Training at the Muscogee Creek Nation and Cherokee Nation to acquire updates in policies fo federal guidelines.
- Knowledge of federally-recognized tribes and Alaska territories/villages.
- Corresponds with tribal entities to expedite data to service Indian students in the District.
- Receives all forms of communication regarding Indian students. Disseminates all required information to eligible students, families, participating schools and tribes.
- Performs other tasks assigned by the IPE Coordinator.
- Maintains confidentiality of student files.
- Works cooperatively with all schools, staff, and public.