PAR: Data Manager – School Level

Reports to: Principal
Supervises: None
Term of Employment: 10, 11 or 12 months
Salary: Office Support II - 57 0-499 ADM
         III - 58 500-999 ADM or K-8 schools
         IV - 59 1000+ ADM
FLSA Exempt/Non-Exempt: Non-Exempt

Qualifications:
• Graduation from high school and at least 3 years of experience in an automated office or systems environment or
• Any equivalent combination of training and experience which provides the required knowledge, skills and abilities

Essential Job Functions:
• Utilizes the computerized student information management system to maintain database on student enrollment to include student’s demographic data, immunization record, emergency medical information and school records
• Prepares and maintains a database of daily student attendance, absences and tardiness
• Prepares attendance reports and reconciles manual and computer reports monthly
• Prepares and establishes master schedules which show courses, classrooms, time periods, teachers, and other relevant information; runs student schedules and inputs changes and corrections
• Performs advanced scheduling which includes assisting administrators in the scheduling process, identifying and resolving scheduling conflicts
• Responsible for identifying errors and reconciliation of required state
• Prepares and distributes academic related reports
• Prepares and maintains records of exceptional students being served
• Prepares and maintains computer testing records of students and prepares files/reports to be used in the school accountability (ABCs)
• Records and maintains student disciplinary actions and suspensions, and prepares periodic statistical reports as appropriate
• Troubleshoots and provides technical support for the student information system within the school
• Serves on various school related committees, attends meetings and participates in other activities of such groups as appropriate
• Attends seminars, conferences, workshops, classes, lectures, etc., as appropriate, to enhance and maintain knowledge of trends and developments in the field of database management, with specific emphasis on use of the student information management system
• Performs other duties and responsibilities as assigned by supervisor
Physical and Cognitive Requirements:

The major physical and cognitive requirements listed below are applicable to this job classification within Moore County Schools.

Work in this classification is considered **light physical work** requiring the exertion of up to 20 pounds of force occasionally and a negligible amount of force frequently or constantly to move objects.

Must be able to:

- prepare, read and comprehend a variety of job related forms, reports, spreadsheets, maps, plans, records, documentation and correspondence in all languages required by the job
- understand and conform to all rules of punctuation, grammar, diction and style
- speak to individuals or groups of people with poise, voice control and confidence
- respond adequately to inquiries or complaints
- write using standard convention in all languages required by the job
- apply principles of logical or scientific thinking to define problems, collect data, establish facts and draw valid conclusions
- apply common sense understanding to carry out instructions furnished in written, oral or diagrammatic form
- communicate effectively and efficiently in all languages required by the job using whatever communication device or system is required (telephone, Braille)
- use/interpret job related terminology, mathematical formulas and functions effectively and efficiently
- deal with people beyond giving and receiving instructions
- perform under stress, deal with persons acting under stress and adapt when confronted with emergency situations
- be sensitive to cultural differences among individuals and groups of persons
- operate a motor vehicle
- operate/use a variety of automated office machines and other office equipment
- operate/use a variety of printing/graphic arts machines
- operate/use a variety of audiovisual/electronic machines and devices
- operate/use a variety of communication machines/equipment/devices
- operate/use a variety of job specific machines/equipment