



# ORANGE COUNTY SCHOOLS

## POSITION DESCRIPTION

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<b>POSITION TITLE</b>	Data Manager
<b>SCHOOL/DEPARTMENT</b>	Assigned school
<b>SALARY</b>	Salary Grade 59 – Elementary School Salary Grade 60 – Middle School Salary Grade 61 – High School
<b>FLSA STATUS</b>	Non-Exempt
<b>REPORTS TO</b>	Principal
<b>SUPERVISES</b>	None
<b>WORK WEEK SCHEDULE</b>	Monday - Friday
<b>WORK HOURS</b>	40
<b>NUMBER OF MONTHS PER YEAR</b>	12

### **POSITION PURPOSE:**

The **Data Manager at the Elementary** level performs a variety of technical-clerical work preparing and maintaining a variety of computer databases pertaining to student attendance and demographic statistics in an assigned elementary, middle or high school. Work involves utilizing specialized computer-driven file maintenance, word processing and spreadsheet programs that are part of the student information system to develop and maintain records of student attendance, class schedules, grades, demographic statistics, immunizations, etc. and to generate federal, state and local reports. The Data Manager is responsible for reviewing forms and handwritten information, and entering data into proper computer files, often utilizing specialized codes and abbreviations; utilizing scanner devices to input data; updating files on a daily basis; printing out reports; and preparing daily back-up copies of records on flash drives or other secure forms of storage. The Data Manager is also responsible for troubleshooting errors or other operational problems with computers and peripheral equipment, installing computer program software, and preparing various correspondence and forms. Work may also involve general clerical work, such as answering telephones and assisting visitors to the school office.

The **Data Manager at the Middle School and High School** levels perform a variety of complex technical and computer support functions for the student information system at an assigned school. Work involves utilizing specialized computer-driven file maintenance, word processing and spreadsheet programs that are part of the student information system to develop and maintain records of student data (attendance, class schedules, grades, demographic statistics, immunizations, etc.) This position is distinguished from the Elementary level by the more complex student applications and the role of technical support in the use of the electronic gradebook program and computer networks. Work at this level requires a substantial knowledge of student accounting procedures and regulations, source data, and the functionality of the student information system in order to support school operations and to generate federal, state and local electronic files effectively. The Data Manager at the Middle School and High School levels is responsible for reviewing forms and handwritten information, entering data into proper computer files, utilizing specialized codes and abbreviations; utilizing scanner devices to input data; updating files on a daily basis; printing specialized reports; and preparing daily back-up copies of records on flash drives or other means of secure storage. The Data Manager may also be responsible for installing computer software and troubleshooting errors or other operational problems with computers and peripheral equipment. Work may also involve general clerical work, such as answering the telephones and preparing various correspondence/forms.

### **MINIMUM QUALIFICATIONS:**

#### **KNOWLEDGE, SKILLS, AND ABILITIES**

##### **Elementary Level**

- Considerable knowledge of the operations of the school
- General knowledge of common word processing, spreadsheet and file maintenance programs
- Considerable knowledge of SIMS
- General knowledge of the principles of organization and administration
- Ability to transcribe information and to prepare standardized forms, letter and reports from that information
- Ability to operate common office machines
- Ability to process documents such as purchase orders, invoices, etc.
- Ability to sort and distribute documents
- Ability to maintain complete and accurate records and to develop standard reports from those records
- Ability to respond to questions based on considerable knowledge of the SIMS system
- Ability to understand and follow oral and written instructions
- Ability to type accurately at a moderate rate of speed
- Ability to establish and maintain effective working relationships as necessitated by work assignments

##### **Middle School and High School Level**

- Considerable knowledge of computer related operations associated with the student information management system and the electronic gradebook programs used by the district
- Working knowledge of computer technology, computer operations and peripheral equipment
- General knowledge of common software packages such as word processing, spreadsheet and file maintenance programs

- Considerable knowledge of the student information maintained at the school site
- General knowledge of the principals of organization and administration
- Ability to transcribe information and to prepare standardized forms, letters and reports from that information
- Ability to operate a computer and common office machines
- Ability to troubleshoot common hardware and software problems
- Ability to perform routine maintenance on computer equipment
- Ability to maintain complete and accurate records and to develop standard reports from those records
- Ability to respond to questions based on considerable knowledge of the school
- Ability to understand and follow oral and written instructions
- Ability to type accurately at a moderate rate of speed
- Ability to establish and maintain effective working relationships as necessitated by work assignments

### ***EDUCATION, TRAINING, AND EXPERIENCE***

#### **Elementary Level**

- Graduation from high school
- One (1) to (2) years of experience in clerical work involving the use of computer-driven word processing, spreadsheet and file maintenance programs
- Any equivalent combination of training and experience that provides the required knowledge, skills and abilities

#### **Middle School and High School Level**

- Graduation from high school
- Minimum of three (3) years of experience in an automated office or systems environment
- Any equivalent combination of training and experience that provides the required knowledge, skills and abilities

### ***CERTIFICATION AND LICENSE REQUIREMENTS***

- Must possess a valid driver's license issued by the NC Department of Motor Vehicles

### **PREFERRED QUALIFICATIONS:**

- Associate's degree, technical degree, or higher from an accredited institution majoring in a computer related field or administrative office support
- Minimum of one (1) year experience in data management or the equivalent experience with a computer system that requires knowledge of editing and completing source data
- Spanish Speaking

## **ESSENTIAL DUTIES AND RESPONSIBILITIES**

### **All Levels**

1. Utilize the computerized student information system, a computer-driven system of word processing, spreadsheet and file maintenance programs, to enter, store and/or retrieve information as requested or as otherwise necessary.
2. Prepare and maintain computer records of daily student attendance, utilizing computer-driven scanner to enter data from submitted forms; reviews late arrival forms, and reconciles with absences to create “tardy” lists
3. Review check-out forms and reconcile with absences to create “early leave” lists
4. Enter codes into files to indicate individual students’ excuses for absences
5. Prepare correspondence to students’ parents/guardians to advise of excessive absences, according to established policies
6. Prepare attendance reports and reconciles manual and computer reports monthly
7. Prepare and maintain database of student enrollment, recording such data as student’s name, address, parents or guardians, sex, race, immunization record, grade of assignment, class schedule, grades, school bus assignment, lunch period assignment, medical needs, emergency contacts, etc.
8. Record student suspensions and prepares periodic statistical reports based on information
9. Record student withdrawal from school enrollment and/or courses, recording reasons for withdrawal and student’s plans, as available
10. Prepare periodic statistical reports associated with withdrawals
11. Prepare and maintain daily back up records on flash drive or other secure method
12. Prepare and maintain records of exceptional students being served by the school, including student’s enrollment and personal data, and specific handicap(s)/disability(ies) of individual student
13. Maintain computer records of students’ scores on state mandated tests and standardized assessments; provide files to be used for school accountability
14. May compare various data against data in secondary or previously used information system, contacting such officials as necessary to resolve discrepancies
15. Troubleshoot hardware and software problems and errors in computer equipment or software, determine cause of error or stoppage and applies corrective steps or standard operational techniques in case where stoppage can be corrected; develops remedies to identified programs deficiencies or operational failures
16. Select data from varied sources, and summarize information for standard reports, including preparing reports for the submission to building administrators, school system administrators and NCDPI as required or requested; ensures delivery in a timely manner
17. Record various files on flash drive or other secure storage method as backup copies or for delivery to appropriate officials or offices
18. Perform routine maintenance on computers and peripheral equipment, such as adding paper and toner, replacing ribbons, cleaning, etc.
19. May serve on various school and/or school system committees, attend meetings and participate in other activities of such groups as appropriate
20. Attend 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 the student information system
21. Perform other duties as assigned by the Principal or Assistant Principal

**Elementary Level**

1. Provide information and/or training to school staff regarding the use of the student information system and application of data from the system
2. Facilitate transfer of student information between schools

**Middle School and High School**

1. If assigned to a Virtual Learning Program, must attend professional development trainings in order to be proficient in the use of the Learning Management system
2. Prepare and maintain other computer databases pertaining to student records, activities and demographic information
3. Prepare and establish master schedules that show courses, classrooms, time periods, teachers, and other relevant information
4. Produce student schedules and inputs changes and corrections
5. Perform advanced scheduling that includes assisting administrators in the scheduling process; ensuring accuracy in data builds; identifying solutions to being less than 100 percent scheduled; identify course changes where complications exist; identify where additional teachers may be needed based on student course selections; and identify conflicts in scheduled class times
6. Design complex student information reports that require identifying a variety of databases from which to retrieve information
7. Build new database to generate special reports
8. Design format in which to display data and check reports for accuracy
9. Provide technical support to teachers, staff and administrators regarding the use of the electronic gradebook software
10. Maintain appropriate backups and system security for the assigned school
11. Perform additional duties as assigned by the Principal

<b>WORKING CONDITIONS</b>	
<b>PHYSICAL DEMANDS</b>	Work is considered light physical work requiring the exertion of up to 20 pounds of force.
<b>WORK ENVIRONMENT</b>	Employees in this position are required to work in indoor and outdoor environments, and come into direct contact with OCS staff, students and the public.
<b>ACKNOWLEDGEMENTS</b>	
The following signatures acknowledge that the supervisor has verified the accuracy of the position description, has discussed position requirements with the employee, and has advised the employee of work performance expectations	
<i>Reviewed by: Employee's Signature</i>	<i>Date</i>
<i>Approval by: Supervisor's Signature</i>	<i>Date</i>

The completed and signed position description shall be maintained at the employee's work location, shall be reviewed with the employee by his or her immediate supervisor, should be revised as required, and shall serve as the basis for all required evaluations.

**DISCLAIMER:** *The above statements are intended to describe the general purpose and responsibilities assigned to this position. They are not intended to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and skills that may be required of the employees assigned to this position. This description may be revised by the supervisor, with HR review and approval, any time.*