

Durham Public Schools

Student, Family & Community Services

Job Description

Student Information System Data Manager – High School

JOB TITLE: Student Information System Data Manager – High School

REPORTS TO: Principal

SALARY: Based on State and Local Salary Schedules

STATUS: Permanent, 12 months, Classified, Non-Exempt

SUMMARY: Performs a variety of computer systems support functions on the Student Information System in a high school within Durham Public Schools.

RESPONSIBILITIES & DUTIES:

1. Audit data necessary to create principal monthly reports. Monitor and update daily information for quality assurance and completeness.
2. Ensure accuracy and completeness of major components of student data including, but not limited to, attendance, grade reporting, and scheduling.
3. Enter data in real-time.
4. Ensure accuracy of daily and period attendance.
5. Perform pre-scheduling functions to include: set up calendar, establish school day and school week, map assigned times for special curriculum, etc. Assign students to teachers/classes based on administrator approval. Complete schedule validation – confirm student homeroom and class assignments and adjust as necessary.
6. Assign students to classes based on administrator approval and course selection. Complete schedule validation – confirm student assignment and adjust as necessary.
7. Update any student information/schedule changes as they occur to ensure current and accurate information.
8. Maintain information for the Student Activity Report (SAR) at the state level.
9. Ensure continued accuracy of information required for development of federal and state student reports such as test scores, personnel information and Exceptional Children data as required by the Student Information Software.
10. Meet deadlines as required for state reporting and compliance.
11. Input and maintain detailed information on each student, including student demographics, personal information, address and geographical information, parental information, immunizations, test scores, and etc.
12. Maintain information security through DPS security policies. Maintain strict confidentiality of student and personnel information.
13. Maintain accuracy and completeness of data to ensure GPA and transcripts are developed/generated correctly.
14. Identify criteria and set parameters for the development of reports necessary to determine athletic eligibility.
15. Report computer, systems, network, and printer problems to appropriate area to ensure timely resolution.
16. Participate in necessary training to maintain current/updated skills.

17. Utilize the student information software, and other available tools such as Excel to support, generate and/or develop reports including but not limited to standard attendance and reports.
18. Provide support and assistance to other faculty/staff with Student Information System software and/or computer related problems as they arise.
19. Extract and manipulate data to generate reports.
20. Perform other Student Information System, computer or general tasks as assigned/required.
21. Train others in the school on the use of the Student Information System, including the backup data manager

MINIMUM EDUCATION, EXPERIENCE AND REQUIREMENTS:

High School Graduate, two year college or technical school with computer operations coursework and one year of experience in an automated system environment. Experience as an elementary or middle school Student Information System Data Manager will be preferred.

KNOWLEDGE, SKILLS, AND ABILITIES:

1. Ability to work effectively, individually or as a contributor to a team.
2. Ability to develop and maintain effective working relationships with principal, assistant principals, teachers, office and other support staff, central office personnel, students and parents.
3. Working knowledge of computer and network systems.
4. Ability to obtain working knowledge of all components of the Student Information System software and to provide support to staff members with respect to these systems.
5. Ability to serve as a resource for school staff with respect to the Student Information Software processes and information.
6. Proficiency in use of computers and software such as Microsoft Word, Microsoft Excel and database systems.
7. Initiative required organizing and scheduling a variety of work activities and tasks independently.
8. Ability to think logically and apply a systematic approach to inputting, retrieving and compiling information from an automated system.
9. Ability to handle data, records, reports, and files with confidentiality, accuracy and timeliness.
10. Ability to follow verbal and written instructions, some of which may be technical in nature.
11. Ability to provide excellent customer service to parents, colleagues and students.
12. Superior written and oral communication skills.

PHYSICAL REQUIREMENTS:

Must be able to exert a negligible amount of force to move objects; classification consistent with light work.

DISCLAIMER:

The following statements of the job description are intended to describe the general nature and level of work performed by an employee in this category. The description does not contain an exhaustive list of all responsibilities, duties, skills and other requirements necessary of employees to perform in this position.

Signature

Date