GUILFORD COUNTY SCHOOLS JOB DESCRIPTION

JOB TITLE: DATA MANAGER I – STUDENT INFORMATION SCHOOL-BASED

GENERAL STATEMENT OF JOB

Under general supervision, 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 school. Work involves utilizing specialized computer-driven file maintenance, word processing and spreadsheet programs which 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. Employee 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 diskettes. Employee 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 also involves general clerical work, such as answering telephones and assisting visitors to the school office. Reports to a Principal or Assistant Principal.

SPECIFIC DUTIES AND RESPONSIBILITIES

ESSENTIAL JOB FUNCTIONS

Utilizes 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.

Selects data from varied sources, and summarizes information for standard reports, including preparing reports for submission to building administrators, school system administrators and The State Department of Public Instruction as required or as requested, ensuring delivery in a timely manner; records various files on diskettes for storage as backup copies or for delivery to appropriate officials or offices.

Prepares and maintains 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; reviews check-out forms, and reconciles with absences to create "early leave" lists; enters codes into files to indicate individual students' excuses for absences; prepares correspondence to students' parents to advise of excessive absences, according to established policies.

Prepares attendance reports and reconciles manual and computer reports monthly.

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DATA MANAGER I – STUDENT INFORMATION

Prepares and maintains 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.; records student suspensions, and prepares periodic statistical reports; records students' withdrawal from school enrollment, recording reasons for withdrawal and students' plans, as available, and preparing periodic statistical reports; prepares and maintains daily backup records on diskette.

Prepares and maintains records of exceptional students being served by school, including student's enrollment and personal data, and specific handicap(s) of individual students.

Maintains computer records of students' scores on state mandated tests and standardized tests and provides files to be used in school accountability (ABC's).

May compare various data against data in secondary or previously used information system, contacting such officials as necessary to resolve discrepancies.

Troubleshoots hardware and software problems and errors in computer equipment or software, determines cause of error or stoppage and applies corrective steps or standard operational techniques in cases where stoppage can be corrected; develops remedies to identified program deficiencies or operational failures.

Provides information and/or training to school staff on the use of the student information system and application of data from the system.

Facilitates transfer of student information between schools.

Performs routine maintenance on computers and peripheral equipment, such as adding paper and toner, replacing ribbons, cleaning, etc.

May serve on various school and/or Schools system committees, attending meetings and participating 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 system.

ADDITIONAL JOB FUNCTIONS

DATA MANAGER I – STUDENT INFORMATION

Assists teachers and principals with scheduling projects.

Composes correspondence, prepares forms and types other material into form, assuming responsibility for spelling, punctuation, grammar and format.

Answers telephones and greets visitors, receiving inquiries and providing information or referring callers to proper officials, as appropriate; records and relays messages, as appropriate.

Performs other related work as required.

MINIMUM TRAINING AND EXPERIENCE

Graduation from high school and 1 to 2 years of experience in clerical work involving the use of computer-driven word processing, spreadsheet and file maintenance programs; or any equivalent combination of training and experience which provides the required knowledge, skills and abilities.

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Physical Requirements: Must be able to use a variety of automated office equipment such as computers, copiers, typewriters, calculators, etc. Must be able to exert a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects. Due to amount of time spent standing and/or walking, physical requirements are consistent with those for Light Work.

Data Conception: Requires the ability to compare and/or judge the readily observable, functional, structural, or composite characteristics (whether similar to or divergent from obvious standards) of data, people or things.

Interpersonal Communication: Requires the ability to speak and/or signal people to convey or exchange information. Includes receiving instructions, assignments and/or directions from superiors.

Language Ability: Requires the ability to read a variety of correspondence, reports, handbooks, forms, lists, etc. Requires the ability to prepare correspondence, simple reports, forms, etc., using prescribed format.

Intelligence: Requires the ability to apply rational systems to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists; to interpret a variety of instructions furnished in written, oral, diagrammatic, or schedule form.

Verbal Aptitude: Requires the ability to record and deliver information, to explain procedures, to

follow oral and written instructions. Must be able to communicate effectively and efficiently in standard English.

Numerical Aptitude: Requires the ability to utilize mathematical formulas; to add and subtract; and to utilize decimals and percentages.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width and shape.

Motor Coordination: Requires the ability to coordinate hands and eyes rapidly and accurately in using office equipment.

Manual Dexterity: Requires the ability to handle a variety of office machines, etc. Must have minimal levels of eye/hand/foot coordination.

Color Discrimination: Does not require the ability to differentiate between colors and shades of color.

Interpersonal Temperament: Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress and when confronted with persons acting under stress.

Physical Communication: Requires the ability to talk and hear: (Talking: expressing or exchanging ideas by means of spoken words. Hearing: perceiving nature of sounds by ear). Must be able to communicate via telephone.

KNOWLEDGE, SKILLS AND ABILITIES

Considerable knowledge of the operations of the department.

General knowledge of common word processing, spreadsheet and file maintenance programs.

General knowledge of SIMS (school based).

General knowledge of the principles of organization and administration.

Ability to transcribe information and to prepare standardized forms, letters 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 department.

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.

DISCLAIMER

The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees to this job.