



Data Management & School Support Specialist

QUALIFICATIONS:

1. Bachelor's Degree in Computer Science, Information Technology, or a related area from an accredited college or university.
2. Minimum of (3) three years of relevant experience in database management.
3. Demonstrate knowledge of Mississippi Student Information System (MSIS).
4. Demonstrate knowledge of Mississippi Accreditation Accountability Standards.
5. Demonstrate knowledge of Family Educational Rights and Privacy Act (FERPA).
6. Demonstrate knowledge of Mississippi Code of 1972.
7. Demonstrate knowledge of Mississippi Adequate Education Program (MAEP).
8. Demonstrate knowledge of Positive Behavioral Interventions and Supports (PBIS).
9. Demonstrate knowledge of NetDocuments data management system.
10. Expert knowledge in interpreting educational data.
11. Demonstrate the ability to communicate effectively with staff and administrators.
12. Demonstrate skills as peer leader and collaborator.
13. Ability to make decisions based on perceptive and analytical processes.
14. Exercise discretion and maintain confidentiality.

REPORTS TO: Assistant Superintendent

JOB GOAL: To ensure timely and accurate reporting of data (schedules, attendance, grades, transportation, discipline, Vocational, and OCR, Federal and Special Education) to meet state and federal requirements

ESSENTIAL DUTIES AND RESPONSIBILITIES: Such duties and responsibilities as may be assigned, including but not limited to:

1. Ensures all required federal and state data is reported timely and accurate.
2. Ensures data is reported and accurate for the following categories:
 - Enrollment Membership
 - Average Daily Attendance
 - Dropouts
 - Attendance
 - Retention
 - Personnel
 - Subgroup (Sped, ELL, Gifted, etc)
 - MAEP
 - Supplemental Nutrition Assistance Program (SNAP)
 - Neglected Delinquent Homeless
 - Mississippi High School Athletic Association (MHSAA)
3. Recommends, develops, and evaluates course of action for potential problems/issues with data reporting.



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4. Works with the Mississippi Department of Education MSIS Department to ensure the district complies with Mississippi accreditation accountability standards.
5. Ensures the district is securing and reporting quality student and personnel data to the Mississippi Department of Education.
6. Ensures the district is reporting accurate student and personnel data to the Mississippi Department of Education.
7. Ensures that student entries and withdrawals codes are accurately reported to MSIS according to the state's timeline.
8. Ensures all Mississippi Department of Education MSIS reports are complete according to the state's timelines.
9. Ensures that school and district level accreditation edits are cleared without deficiencies.
10. Assists with collection of PBIS data related to policy and procedures, professional development, discipline, complaints, surveys, and informational programs.
11. Verifies discipline data and assists with electronic monitoring of discipline data as requested.
12. Maintains a data management Q & A webpage on the district's website.
13. Provides district reports to the Superintendent office upon request.
14. Demonstrates prompt and regular attendance.
15. Supports the Meridian Public School District Mission, Vision, and Strategic Plan.
16. Performs other duties as assigned.

TERMS OF EMPLOYMENT: Salary based on administrative assistant pay scale at 235 days per year.

EVALUATION: Annually