Union County Public Schools

POSITION TITLE: POWERSCHOOL Data Manager	TERM OF EMPLOYMENT: 11 to 12 Month
DATE: 12/21/2021	DATE OF LAST REVISION: 10/13/2025
FLSA EXEMPTION STATUS: Non- Exempt	PAY GRADE: 12

JOB SUMMARY: The Infinite Campus Data Manager is the liaison between the school administration and the LEA Infinite Campus Coordinator. An ability to share information with others and leadership skills are needed as this role is the focal point for Infinite Campus at the school level. Attention to detail and knowledge of student accounting and school business are required.

ESSENTIAL JOB FUNCTIONS	
1.	Utilizes the computerized student information management system (Infinite Campus) to maintain database on student enrollment to include student's demographic data, immunization record, and emergency/medical information and school records.
2.	With the use of Infinite Campus, prepares and maintains a database of daily student attendance, absences, and tardiness.
3.	Prepares attendance reports and reconciles manual and computer reports monthly.
4.	Prepares and establishes master schedules which show courses, classrooms, time periods, teachers, and other relevant information; run student schedules and inputs changes and corrections
5.	Performs advanced scheduling which includes assisting administrators in the scheduling process, identifying and resolving scheduling conflicts
6.	Responsible for identifying errors and reconciliation of required state reports (PMR, SAR, VEIS, EC, etc.) between the UERS (Infinite Campus reporting system) and eSIS (Infinite Campus database)
7.	Prepares and distributes academic related reports
8.	Prepares and maintains records of exceptional students being served
9.	Prepares and maintains computer testing records of students and prepares files/reports to be used in school accountability (ABC's).
10.	Performs related duties as assigned.

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Minimum Qualifications	Desirable Qualification
• At least 3 years of experience in an automated office or systems environment.	• Associates Degree • Any equivalent combination of training and experience which provides the required knowledge, skills, and abilities. • Considerable knowledge of data management policies and procedures

KNOWLEDGE, SKILLS, AND ABILITIES

JOB KNOWLEDGE

- Ability to communicate effectively both orally and in writing.
- Ability to reason, make judgments, and maintain effective working relationships with others.
- Ability to utilize positive human relation skills with all staff.
- Knowledge of office practices and procedures.
- Ability to compile and summarize information.
- Ability to resolve problem situations with sound judgment.
- Ability to demonstrate proper telephone etiquette.
- Ability to maintain confidentiality in matters relating to the school system.
- Ability to exercise independent judgment and initiative in completing work assignments.
- Knowledge of business letter writing and memos.
- Ability to compose correspondences independently.
- Ability to work in the absence of supervision.
- Ability to establish and maintain cooperative working relationships with those contacted in the course of work.

TYPE OF SKILL AND/OR REQUIRED LICENSING/CERTIFICATION

- Minimum of two years post-secondary business/office education preferred.
- Minimum three years office experience; school setting preferred.

WORK COMPLEXITY/INDEPENDENT JUDGEMENT

- Ability to multi-task and manage multiple priorities.
- Demonstrate attention to detail.
- Strong organizational skills.
- Ability to maintain a positive attitude while under pressure.
- Knowledge of recordkeeping procedures

PROBLEM SOLVING

- Ability to improvise and readily adapt to current situations and respond appropriately.

COMMUNICATION/INTERACTIONS

- Speak to individuals or groups of people with poise, voice control and confidence respond adequately to inquiries or complaints.
- Communicate effectively and efficiently in all languages required by the job using whatever communication device or system that is required (Telephone, Braille).

CUSTOMER RELATIONSHIPS

- Requires the ability to deal with people beyond giving and receiving instructions.
- Must be adaptable to performing under stress and when confronted with emergency situations.

PHYSICAL REQUIREMENTS

WORK ENVIRONMENT:

Strength: Sedentary/Medium - Lifting of objects with a strength factor of light work.

Physical Demand: While performing the duties of this job, the employee is regularlry required to use hands to grip, handle, or feel; reach with hands and arms; and talk or hear. The employee is frequently required to stand, walk, and sit. The employee is occasionally required to climb or balance, and stoop, kneel, crouch, or crawl. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job includes: Close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

Environmental Conditions: Pleasant working conditions. Class areas are normally clean and well lighted. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

In compliance with Federal Law, Union County Public Schools administers all education programs, employment activities and admissions without discrimination against any person on the basis of sex, race, color, religion, national origin, age or disability.

***DISCLAIMER**: This is not necessarily an exhaustive list of all responsibilities, duties, skills, efforts, requirements or working conditions associated with the job. While this is intended to be an accurate reflection of the current job, management reserves the right to revise the job or to require that other or different tasks be performed as assigned.*