Position Title: Data/Information Manager

Qualifications Bachelor's degree is preferred in related field with an excellent academic record, Other combinations of applicable education, training, and experience which provide the knowledge, abilities, and skills necessary to perform effectively in the position may be considered.

Reports to: The Head of School

Reporting to this Position: N/A

JOB SUMMARY
The student data manager performs a variety of technical and computer support functions for the student information system. Work involves operation of microcomputers, optical mark scanners, printers, and other peripheral equipment. Work at this level requires 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 reports. The employee works under general supervision where goals are provided and the employee, within established guidelines and procedures, accomplishes them. The employee must communicate effectively with a wide variety of groups including students, teachers, head of schools, principals, counselors, central office staff, parents, governmental agencies, and institutions of higher education. The employee may be involved in the operation and use of local and wide-area microcomputer networks.

JOB REQUIREMENTS:
• Data Management: Audit data reports for compliance, ensure reliable reports can be created to meet applicable requirements, determine system protocol and standards (i.e. field labels and structure); ensure that regular backups of data are applied.
• Systems Development: Monitoring of the student information system and audit for compliance with applicable requirements; implement recommendations and ensure that the system is flexible to meet user needs; incorporate user input and feedback to develop plans to enhance the system.
• User/Client Support: Anticipate and address user concerns; create viable solutions to meet business requirements; prepare and direct the training of users on the system.
• Team Management: Coordinate with school staff to facilitate smooth operations and processes when collecting and reporting on student information. Provide feedback, coaching and developmental opportunities to ensure the team's successful performance.
• Maintain confidentiality of student records.
• Work with School Operations Managers to understand their data needs and system requirements. Liaise with technology team to receive feedback on system and work together for problem solving.
• Maintains and utilizes the computerized student information system.
• Create and maintain campus student records, which include the updating and maintenance of both hard copy and online student records. Ensure dissemination of records to campuses, other school districts, central administration, and court ordered requests are accurate and within time frame allotted. Responsible for processing new student enrollments, student transfers, student withdrawals, and student graduation. Review and provide an assessment of instructional placement on new enrollments to the appropriate campus personnel.
• Selects data from varied sources, and summarizes and analyzes information for standard reports to building and school system administrators and State Department of Public Instruction.
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- Prepares customized reports for local school needs
- Records electronic files for storage, such as daily backup copies or copies for transmittal
- Prepares and/or maintains computer records of student attendance; enters 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. Maintain attendance accounting records in accordance with OLAMS standards. Ensure attendance records are accurate so that an audit trail exists at all time. Verify with parents and teachers the validity of daily attendance as reported. Summarize results of attendance calls in order to convey communicable diseases to the nurse. Generate and distribute excessive absences letters or other attendance problem letters.
- Prepares attendance reports and reconciles manual and computer reports monthly
- Sends correspondence to parents to advise them of excessive absences according to established policies and procedures
- Maintains computer records of students’ scores on state mandated tests and standardized tests
- Provides the files to be used in school accountability (ABC’s)
- Maintains, generates, and distributes student demographic, scheduling, and grading information
- Maintains records of student suspensions, student withdrawal from school, record of reasons for student withdrawal and students’ plans and prepares periodic statistical reports
- Prepares and/or maintains various files, and reports exceptional children being served by school as it relates to the student information system
- Provides information and/or training to school staff on the use of the student information system and application of data from the system
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SKILLS:
• General knowledge of computers, computer commands, peripherals, and various operating systems.
• Ability to work with a high degree of accuracy.
• Skills in the use of graphic user interfaces.
• Knowledge of the attendance regulations in the Student Attendance and School Accounting Manual. Considerable knowledge of data management, policies and procedures.
• Ability to troubleshoot hardware and software problems.
• Ability to exercise independent judgment in correcting data errors or omissions
• Ability to communicate well with school personnel, parents, students, and central office staff while complying with the confidentiality requirements in local, state, and federal policies and status.
• Perform the duties associated with campus receptionist (i.e., answer phones, take messages, greet visitors/guests, address student needs, and release students as requested.) Serve as “first-point of contact” with the community.