

Hyde County Schools

DATA MANAGER (NCWISE)

NATURE OF WORK

An employee in this class performs technical-clerical work preparing and maintaining a variety of computer databases pertaining to student attendance and demographic statistics in an assigned school. Work involves utilizing specialized computer-driven file maintenance, word processing and spreadsheet programs which are part of the Student Information Management System to develop and maintain records of student attendance, class schedules, grades, demographic statistics, immunizations, etc. and preparing associated 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 reports; and preparing daily back-up copies of records on storage disks. 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 students and visitors to the school office.

DUTIES AND RESPONSIBILITIES

Utilizes the computerized Student Information Management 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 school administrators, school system administrators, and State Department of Public Instruction, as required or as requested, ensuring delivery in a timely manner; records various files on storage disks as backup copies or for delivery to appropriate officials or offices.

Prepares and maintains computer records of daily student attendance 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" correspondence to students' parents to advise of excessive absences, absences, according to established policies,

Prepares attendance reports and reconciles manual and computer reports monthly.

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,

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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 storage disks.

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.

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.

Performs routine maintenance on computers and peripheral equipment.

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 SIMS system.

Assists teachers and principals with scheduling projects.

Performs other related work as required.

MINIMUM TRAINING

Graduation from high school with 1 – 2 years of clerical or office support experience; or an equivalent combination of experience and training.

ESSENTIAL JOB FUNCTIONS

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.

Requires ability to speak and/or signal people to convey or exchange information.

Requires the ability to read a variety of correspondence, reports, handbooks, forms, lists, etc.

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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.

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.

Requires the ability to handle a variety of office machines, etc.

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

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.

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REPORTS TO: Campus Principal

FSLA STATUS: Non-Exempt

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 perform this job.