

Hyde County Schools

TIMS DATA MANAGER

NATURE OF WORK

Maintains the currency and accuracy of the TIMS student database. Creates bus runs/routes. Performs TIMS computer maintenance and updates.

DUTIES AND RESPONSIBILITIES

Obtains and loads student data from the Student Information Management System to facilitate the functions of the TIMS computer routing system.

Verifies accuracy of student addresses and assigns transportation addresses.

Quality controls the assignment of all transported students to bus stops to ensure students are authorized to ride buses, an essential action to ensure student coverage under North Carolina state tort liability, especially in the event of student injury in a school bus accident.

Generates plotted maps and bus run directions for each bus run.

Generates, through use of TIMS, state reports for school bus drivers agreement time.

Runs TIMS maintenance programs as directed by the Transportation Director.

Verifies driver years of experience for payroll purposes.

Annually, prepares and provides to the North Carolina Department of Motor Vehicle Examiners a listing of school bus driver commercial drivers license expiration dates.

Performs other related work as required.

MINIMUM TRAINING AND EXPERIENCE

Must have a high school diploma. Must possess a solid working knowledge of computers, printers, plotters, data base management and graphic software applications.

Hyde County Schools

ESSENTIAL JOB FUNCTIONS

Must be physically able to operate a variety of machinery and equipment including buses, computers, adding machines, video cameras and radios. Must be able to exert up to 50 pounds of force occasionally, and/or up to 25 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.

Requires the ability to read a variety of reports and records, invoices, engineering schematics, topographical maps, etc. Requires the ability to prepare reports, records, forms, charts, etc., using prescribed formats.

Requires the ability to apply principles of logical or scientific thinking to define problems, collect data, establish facts, and draw valid conclusions; to interpret an extensive variety of technical instructions in mathematical or diagrammatic form.

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 a variety of technical or professional languages.

Requires the ability to utilize mathematical formulas; to add and subtract; multiply and divide; utilize decimals and percentages; understand and apply the theories of geometry.

Requires the ability to deal with people beyond giving and receiving instructions.

KNOWLEDGE, SKILLS AND ABILITIES

Thorough knowledge of state and local laws, regulations, and guidelines regarding bus routes, stops, and driver requirements.

Thorough knowledge of traffic laws, regulations, and hazards and related safety precautions.

Thorough knowledge of effective supervisory practices relating to motivation, delegation and communication.

Thorough knowledge of the use of computers for record-keeping and report generation.

Ability to establish and maintain accurate and organized records and compile reports.

Ability to perform arithmetical calculations.

Hyde County Schools

Ability to establish and maintain effective working relationships with school officials, parents, students and drivers.

REPORTS TO: Superintendent

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.