

CAPE ELIZABETH SCHOOL DEPARTMENT

Job Description

TITLE: Data Manager

QUALIFICATIONS:

1. **Education/Certification:**

- Bachelor of Science degree in related field
- Understanding of and experience with student information systems used to manage roster data in an educational setting.
- Hold a valid State of Maine Criminal History Records Check Approval.

2. **Special Knowledge/Skills:**

- Experience with student information systems (SIS)
- Experience with relational database technologies
- Experience with data extraction, reporting and analysis tools.
- Demonstrated knowledge of database design and data techniques.
- Ability to communicate verbally and in writing.
- Ability to work with people.
- Ability to work independently in solving problems

3. **Experience:**

- Demonstrated aptitude or competence for successful fulfillment of assigned performance responsibilities

REPORTS TO: Technology Coordinator

JOB GOAL: The school district Data Manager insures the integrity for the school district data and functions as the key analyst, manager, and report writer of this data. This person will make the data accessible, and easy to understand so it may be used to support teaching and learning.

PERFORMANCE RESPONSIBILITIES:

- Support staff with the district's Student Information System (SIS) and other district data systems (Library, Lunch, etc.).
- Serve as the district's SIS administrator
- Train and support teachers in using aspects of the SIS for grading and posting to the parent/student portal.
- Identifying and resolving any data issues resulting within the district data systems
- Assist with school scheduling, enrollment, attendance and other issues within the SIS
- Developing data standards, procedures and training for district and school staff members.

- Develop and maintain documentation of data systems, standards and procedures.
- Import all assessment data into district SIS
- Design and implement custom pages to improve functionality of SIS.
- Ensure integrity of data, verifying information regarding data quality and data completeness
- Producing data reports as requested by administration and school district staff
- Assist with federal and State reporting of school district data including exporting and uploading to external systems
- Support the RTI process by providing a system to gather and document data for use in the Student Support Teams in each school.
- Assist and design of webbased data collection projects for district and school staff.
- Perform other relevant duties as identified that support the mission and vision of the Cape Elizabeth schools.
- All programs and customization developed by the Data Manager while under contract will be the property of the Cape Elizabeth School Department.

WORKING CONDITIONS:

Mental Demands: calculating, comparing, editing, problem-solving, evaluating, interpreting, organizing, consulting, analyzing, planning, designing, documenting, specifying, coordinating, implementing, presenting

Physical Demands: sitting, standing, climbing stairs, adjusting, connecting, lifting (to 50 lbs), bending, keyboarding, pulling, pushing, carrying, writing, walking, operating equipment

Environmental Conditions: inside, working around moving objects, working alone

TERMS OF EMPLOYMENT: 185 day work year with the schedule at the discretion of the Technology Coordinator with approval of the Superintendent of Schools. Compensation in accordance with recommendations established by the Superintendent of Schools.

EVALUATION: The basis of the evaluation will be the extent to which the performance responsibilities of the job are successfully handled and the extent to which yearly action plans and job goals are met. The Technology Coordinator will perform the evaluation. The standards by which the job is completed or met is at the sole discretion of the supervisor

NOTE: The above job description reflects the general requirements necessary to describe the principle functions or responsibilities of the job identified and shall not be interpreted as a detailed description of all work requirements that may be inherent in the job, either at present or in the future.

School Board Approved: October 12, 2010