

Franklin Pierce Schools
Job Description

POSITION TITLE: HIGH SCHOOL STUDENT DATA MANAGER

JOB SUMMARY: The High School Data Manager is responsible for gathering, analyzing, and inputting data; generating reports; preparing and processing a variety of documents and records; maintaining student records; tracking student data and programs; responding to inquiries from students, parents, district staff, and outside agencies.

ESSENTIAL JOB FUNCTIONS:

Manages and manipulates student data to create required reports.

Maintains student records by creating, updating, and purging cumulative files for students enrolled, withdrawn, or graduated.

Maintains student credit history by entering, updating and proofing official transcripts for all students enrolled, withdrawn, or graduated.

Prepares and processes the necessary paper work for the functioning of the counseling center, including class schedules, registration materials, records requests, class rankings, and student schedules.

Serves as liaison between the family and District for McKinney Vento Services.

Develops and prepares required reports as needed; composes and prepares routine correspondence.

Provides data entry for master schedule, student schedules; updates course entries when revised.

Prepares report cards at each quarter and coordinates mailings with district office.

Processes schedule changes and tracks community resource student assistants.

Tracks all incomplete grades and notifies teachers and students of deadlines.

Processes and tracks out-of-district and in-district student transfers.

Coordinates and tracks specialized programs such as Running Start, Upward Bound, Pierce County Skills Center, etc.

Prepares district and SPI reports as requested.

Other duties as assigned.

MINIMUM QUALIFICATIONS:

- High school diploma or equivalent, required.
- Experience in managing and manipulating computer data.
- Two years secretarial and/or data processing experience with emphasis on computer technology, preferably in a school setting.

REQUIRED SKILLS, KNOWLEDGE AND ABILITIES:

Skills to:

- operate standard office equipment, including computer
- use proper grammar, spelling, and English in both oral and written communications

Knowledge of:

- technology including word processing, spreadsheet, and Internet software
- general clerical procedures; district and state policies and procedures

Ability to:

- handle matters and information in a confidential and professional manner
- work independently
- work in an atmosphere where interruptions occur frequently and priorities are often modified
- use diplomacy in dealing with students, parents, district staff, and the public
- establish and maintain positive, productive, and cooperative working relationships with district staff, students, parents, and the public to enhance the completion of assigned tasks
- communicate effectively with co-workers, students, parents, and the public
- organize, set priorities, meet deadlines, attend to detail and follow through on a variety of assigned tasks
- understand and carry-out oral and written instructions
- upgrade skills necessary to perform work.

SPECIALIZED PERFORMANCE RESPONSIBILITIES:

- Must be comfortable with technology and learning new computer skills. Must be willing to upgrade skills as requested and required.
- Must have a sincere interest in working cooperatively with the District Systems Administrator to assure the accuracy of the student data system.
- Must be able to work positively and diplomatically with potentially difficult people in demanding situations, maintaining a positive demeanor while working toward resolution.
- Must demonstrate a sincere interest in representing the High School and the District in a positive and professional manner, both in person and by phone.
- Must have physical hand agility and tolerance for inputting high volumes of computer data.
- Must be able to sit, stand, squat, bend and reach; grasp, hold, lift, and maneuver a minimum of 20 lbs.

REPORTING RELATIONSHIP: Reports to the Building Principal