

# Student Information Data Manager I

**SUMMARY DESCRIPTION OF POSITION:** An employee in this class 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, 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.

## Duties and Responsibilities

- 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
- 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

## **MINIMUM QUALIFICATION STANDARDS**

### **KNOWLEDGE, ABILITIES, AND 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.

**EDUCATION, TRAINING, AND EXPERIENCE:** High School graduation and two years of work experience at least one of which is data entry or a year of work directly related to a computer system which requires knowledge of editing and completing source data; or an equivalent combination of education and experience.