

GUILFORD COUNTY SCHOOLS JOB DESCRIPTION

JOB TITLE: STUDENT INFORMATION ADMINISTRATOR – SENIOR DATA MANAGER STUDENT INFORMATION DEPARTMENT

GENERAL STATEMENT OF JOB

Under limited supervision, performs specialized technical and administrative work in the support, operation and coordination of the computerized student information system (SIS) and the Online Enrollment System (OES) for Guilford County Schools. Work involves assisting school-based personnel in the use of the student information and online enrollment systems including instruction and process management. Employee participates in implementing projects and assists with ensuring work flow and standard quality levels are met with respect to supporting all student information end users. Employee must exercise considerable tact and courtesy in frequent contact with school officials, fellow employees, and subordinate employees. Employee must be detailed oriented.

SPECIFIC DUTIES AND RESPONSIBILITIES

ESSENTIAL JOB FUNCTIONS

Assists school-based personnel in implementing standards and operating procedures established for management of student data.

Assist with maintaining data integrity in all student information systems and internal applications.

Provide back-up to schools, in the absence of a school data manager, by assisting to complete enrollments, withdrawals, attendance, storing grades and state reporting.

Maintains general records, data files, documents, correspondence, forms, reports, and other materials; posts information to departmental records according to standard procedures.

Answers incoming telephone calls and questions; provides immediate assistance if possible or researches a solution and refers calls to appropriate person or department, if not handled by student information.

Uses and has a vast understanding of the Microsoft office software package.

Assists school-based personnel in implementing standards and procedures established for management of student data.

Utilizes the computerized student information system of the district or state, to enter, store and/or retrieve student information as requested or as otherwise necessary.

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Designs complex student information reports that require identifying a variety of databases from which to retrieve information; builds new datasheets to generate special reports; designs format in which to display data, that allows for verifying data for accuracy.

Assists data analyst with data cleansing to ensure data integrity through the execution of data queries.

Prepares and maintains other computer databases pertaining to student records, activities and demographic information.

Assists in reviewing and evaluating other computer database software applications pertaining to student information.

May assist users in developing coding systems, establishing system parameters or defining reporting options in other computer database software applications pertaining to student information.

Audits school data for compliance with state standards.

Assists in establishing and enforcing standards, policies and procedures for the student information management system.

May serve on various school system committees, attend meetings or participate in other activities of such groups as appropriate.

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 student information management system.

ADDITIONAL JOB FUNCTIONS

Performs other related work as required.

MINIMUM TRAINING AND EXPERIENCE

Graduation from high school and at least 3 years of experience with a student information system at all school levels (elementary, middle and high); or any equivalent combination of training and experience which provides the required knowledge, skills and abilities.

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Physical Requirements: 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

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frequently or constantly to lift, carry, push, pull or otherwise move objects. Due to amount of time spent standing and/or walking, physical requirements are consistent with those for Light Work.

Data Conception: Requires the ability to compare and/or judge the readily observable, functional, structural, or composite characteristics (whether similar to or divergent from obvious standards) of data, people or things.

Interpersonal Communication: Requires the ability to speak and/or signal people to convey or exchange information. Includes receiving instructions, assignments and/or directions from superiors.

Language Ability: Requires the ability to read a variety of correspondence, reports, handbooks, forms, lists, etc. Requires the ability to prepare correspondence, simple reports, forms, etc., using prescribed format.

Intelligence: 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; to interpret a variety of instructions furnished in written, oral, diagrammatic, or schedule form.

Verbal Aptitude: 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.

Numerical Aptitude: Requires the ability to utilize mathematical formulas; to add and subtract; to multiply and divide; and to utilize decimals and percentages.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width and shape.

Motor Coordination: Requires the ability to coordinate hands and eyes rapidly and accurately in using office equipment.

Manual Dexterity: Requires the ability to handle a variety of office machines, etc. Must have minimal levels of eye/hand/foot coordination.

Color Discrimination: Requires the ability to differentiate between colors and shades of color.

Interpersonal Temperament: Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress and when confronted with persons acting under stress.

Physical Communication: Requires the ability to talk and hear: (Talking: expressing or exchanging ideas by means of spoken words. Hearing: perceiving nature of sounds by ear). Must be able to communicate via telephone.

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KNOWLEDGE, SKILLS AND ABILITIES

Considerable knowledge of computer related operations associated with the student information management system and the electronic gradebook programs used by the district.

Working knowledge of computer terminology, computer operations and peripheral equipment.

General knowledge of common software packages such word processing, spreadsheet and file maintenance programs.

Considerable knowledge of the student information maintained at a school site.

General knowledge of the principles of organization and administration.

Ability to take the initiative on projects, assignments and daily task without constant instruction.

Ability to transcribe information and to prepare standardized forms, letters and reports from that information.

Ability to operate a computer and common office machines.

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 school/district.

Ability to understand and follow oral and written instructions.

Ability to work with a high degree of accuracy.

Ability to type accurately at a moderate rate of speed.

Ability to establish and maintain effective working relationships as necessitated by work assignments.

Ability to troubleshoot computer, internet browser and software issues that may develop while using the student information system and/or the online enrollment system.

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 this job.