

**Data Manager**  
**New Hanover County Schools**

**Job Description**

**Class: Classified**  
**Dept: Special Education**

**TITLE:** **Support Associate V - Data Manager**

**QUALIFICATIONS:**

1. High School diploma or equivalent.
2. Extensive, broad experience in an office environment with responsibility for a large variety of complex duties.
3. Strong computer and communication skills.

**REPORTS TO:** Director of Special Education and Related Services

**JOB GOAL:** To assist the Director with the operation of the special education department for New Hanover County Schools.

**ESSENTIAL FUNCTIONS AND RESPONSIBILITIES**

1. Follow all rules, policies and procedures of New Hanover County Schools, along with state and federal regulations pertaining to special education.
2. Provide departmental customer service to internal and external customers by receiving and responding to written and phone inquiries in a timely and professional manner.
3. Maintain strict confidentiality for data of students with disabilities.
4. Communicate with school personnel and assist with maintenance of student disability information needed for Federal and State child census and audits, resource allocations, compliance issues and student long range planning.
5. Write, edit, prepare, or coordinate the preparation of correspondence, reports, charts, graphs, databases and other printed and digital materials; research content items for correctness of presentation and applicability.
6. Enter data from web-based special education student data management program into the state-wide web-based database.
7. Design complex reports/electronic files that require identifying a variety of databases from which to retrieve information.
8. Provide information and/or training to school staff on the use of the web based special education student data management program and application of data from the program.

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9. Work cooperatively with other departments to develop and maintain a data system for accurate monitoring and reporting. Compile student data and produce statistical reports.
10. Participate with the administrator in developing and implementing a recording and tracking system for students who exit the program in order to evaluate the effectiveness.
11. Participate in the Special Education budget process; identify needed information for the program administrator to use in planning.
12. Provide a direct line of communication with a wide variety of groups including families, teachers, principals, central office, outside agencies and government entities and contractors.
13. Perform other duties and responsibilities as requested by the Director.

*The above statements describe the general nature and level of work being performed by individuals assigned to this job. This is not intended to be an exhaustive list of all responsibilities and duties required of personnel so employed.*

**Terms of Employment:** Twelve month work year/At Will/FLSA Non-Exempt

**Starting Salary and/or Grade:** Grade 64

**Evaluation:** Performance of this job will be evaluated in accordance with provisions of the Board and local policy on evaluation of personnel.

**Knowledge, Skills and Abilities:**

- Demonstrates functional knowledge of computers and all aspects of the Microsoft Office Professional software programs and Google applications.
- Ability to communicate clearly and concisely, both orally and in writing; ability to communicate with school personnel, parents, and central office staff while complying with the confidentiality requirements in local, state, and federal policies and statutes.
- Ability to interact and deal with the public in a professional and customer-focused manner.
- Ability to establish and maintain effective working relationships as necessitated by work assignments.
- Ability to work with a high degree of accuracy.
- Strong organizational skills.
- Physical ability (able to exert up to 20 pounds of force occasionally) and dexterity to perform the duties and responsibilities of the job.