

**RSU No. 5 Durham ~ Freeport ~ Pownal
Data Specialist Project Manager Job Description
Classified Professional**

Qualifications:

1. Experience running and maintaining a relational database.
2. Ability to work collaboratively with a variety of people.
3. Possesses strong organizational skills and problem-solving skills and has the ability to work independently.
4. Demonstrated ability to learn new software.
5. Detail-oriented.

Reports to: Director of Technology and Superintendent and/or designee

Job Goal: To manage the student information system and the district's overall data management needs. To support all staff by managing and maintaining student data and related information, as well as preparing and creating reports.

Performance Responsibilities:

1. Coordinates and uploads data related to state systems and other appropriate data management systems.
2. Completes required reporting at the District, State, and Federal levels as determined by the supervisor, and verifies the integrity of data.
3. Implements and monitors the Student Information System (SIS) customizations.
4. Provides professional development, support, and training to staff on the SIS and other systems as appropriate.
5. Manages the daily operations of the SIS.
6. Creates and maintains reports requested by staff.
7. Assumes other related responsibilities as determined by supervisors.

Legal and Ethical Duties:

1. Maintains confidentiality about all aspects of work, student performance, and written and oral records.
2. Demonstrates a respect for the legal and human rights of students.
3. Follows health and safety procedures established by the RSU.
4. Arrives and departs punctually, notifying appropriate personnel about absences and coverage.
5. Demonstrates loyalty, dependability, integrity, and other ethical standards.
6. Follows the chain of command.
7. Observes Policies adopted by the Board of Directors..
8. Meets and follows all State and Federal laws and regulations.

Essential Job Functions:

Ability to:

1. Read with comprehension, write and calculate accurately.
2. Reason and understand policies, procedures, and related job information.
3. Follow to completion verbal or demonstrated instructions.
4. Speak clearly, communicate effectively, accurately hear and see.
5. Complete with precision and safety all physical duties, including upper and lower body functions, reaching, lifting (at least 10-20 lbs.), bending, twisting, stooping, and climbing stairs.
6. Complete with accuracy eye-hand coordinated tasks.
7. Sustain and complete with accuracy assigned seated clerical tasks.
8. Concentrate on completion of job details when there are distractions and work under pressure to successfully meet deadlines.

Terms of Employment: 209 days per year as a classified professional employee. Salary and benefits will be determined by the RSU No. 5 Board of Directors.

Evaluation: Evaluated annually by supervisor or his/her designee in accordance with this document.

NOTE:

The above job description reflects the general requirements necessary to describe the principle functions and 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.

To perform successfully in this position, an individual must perform each duty and responsibility satisfactorily. The requirements are representative of the knowledge, skill, and ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

I have read and understand the terms and conditions of this position.

Employee's Signature: _____ **Date:** _____

Original to Personnel File
File Copy to Employee
Adopted: September, 2018
Revised: March 2021