



Hertford County Public Schools

Winton, North Carolina

Student Information Data Manager Evaluation Instrument

Evaluate the employee on the basis of the work currently being done. Be sure each characteristic is considered separately, regardless where the appraisal falls on any other characteristic. Place a check in the box (only one for each line) below the group of words that best describes the individual.

Data Manager:		Date:
Evaluator:		

Performance Characteristics	Rating Scale				
	Superior	Well Above Standard	Above Standard	At Standard	Below Standard
General Duties/Knowledge of Position					
Understands and possesses adequate knowledge of PowerSchool in order to perform essential duties for the assigned school					
Has made systematic and orderly progress in adapting to PowerSchool functions					
Is reliable, responsible, and takes the initiative to learn new processes for understanding to assist staff and parents of the PowerSchool system					
Enters, reviews, analyzes and summarizes data to ensure accuracy in producing quality output of student information					
Disperses information and reports and meets deadlines in a timely manner					
Consistently follows proper protocol for technical support					
Is reliable to get work out under pressure and follows job through to completion					
Maintains good attendance and meets school standards for attendance and punctuality					

Performance Characteristics	Rating Scale				
	Superior	Well Above Standard	Above Standard	At Standard	Below Standard
Sufficiently provides support and/or training to school staff on the use of PowerSchool					
Effectively assists with the distribution of Parent/Student Portal login information as assigned					
Possesses a sound working knowledge of technical/computer data management and the use of basic Microsoft Office programs—Word, Excel, etc.					
Communicates effectively (verbal and written) with school personnel, parents, students, District Office staff and outside community partners as needed					
Properly escalates issues to appropriate school and District Office support					
Has a good rapport and working relationship with team members, school staff and other district office departmental members					
Participates in professional development opportunities and monthly meetings as scheduled					
Student Accounting, Attendance & Scheduling					
Is self-guided and resourceful in finding solutions to PowerSchool, enrollment and registration related issues					
Efficiently processes the enrollment and transfer of student information between schools					
Has a sound knowledge of attendance regulations and student accounting procedures					
Exercises a high degree of confidentiality regarding student information in accordance with federal privacy laws, and any additional standards required by the state or local school district					
Establishes timelines for submission of grades, grading reports, and report card distribution					

Performance Characteristics	Rating Scale				
	Superior	Well Above Standard	Above Standard	At Standard	Below Standard
Has a sound knowledge of the scheduling process & completes student scheduling in a timely manner					
Collaborates with essential school staff for problem solving support and resolution					

Data Manager Signature: _____ **Date:** _____

Data Manager Comments: _____

Evaluator Signature: _____ **Date:** _____

Evaluator Comments: _____
