



## DATA MANAGER *Position Description*

**Title:** Data Manager  
**Location:** Pamlico County Schools  
**Terms of Employment:** 12 months, Full Time  
**Effective Date:**  
**FLSA Status:** Non-Exempt

### Purpose

*The Data Manager performs a moderate variety of clerical duties to include maintaining a variety of computer databases pertaining to student attendance and demographic statistics in an assigned school.*

### Qualifications

- Must have a high school diploma or GED
- Associates' Degree preferred
- At least 2 years of experience with bookkeeping, accounting, and secretarial skills

### Duties and Responsibilities

- Enters and manages student data in PowerSchool, including enrollments, withdrawals, student/teacher/room schedules, transcripts, test scores, immunizations, demographics, etc.
- Monitors student absences for correct excused/unexcused coding
- Oversees enrolling new students and withdrawing students from the school throughout the school year
- Collects data for and prints marking period report cards
- Maintains files of arriving/departing students' cumulative records
- Performs other duties as assigned by immediate supervisor

### Skills and Abilities

- Ability to work independently
- Working knowledge of computers, networking, and office practices
- High level of accuracy in data entry and management
- Ability to communicate effectively in both written and oral form using positive interpersonal skills
- Ability to effectively utilize data-based problem-solving skills
- Ability to organize and carry out multiple activities and projects
- Ability to work with a wide variety of audiences
- Ability to maintain confidentiality

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