



Franklin Pierce Schools

Job Description

POSITION TITLE: Data Manager – College and Career Readiness

JOB SUMMARY: The College and Career Readiness Data Manager is responsible for gathering, analyzing, and inputting data; generating reports; preparing and processing a variety of documents and records; maintaining district compliance records; tracking student, teacher, course data and programs; responding to inquiries from district staff and outside agencies.

ESSENTIAL JOB FUNCTIONS:

- Inputs and exports data in the career and technical education database to provide reliable and accurate information; maintains files and compliance records; checks integrity and accuracy of confidential student and course data.
- Manages and analyzes student, teacher, building, and course data. Collaborate with OSPI and district departments to ensure district's compliance with required policies.
- Compiles data and other district related information for preparing various reports and documents.
- Generates documents, resources, and reports (e.g. various monthly/year-end reports, CTE compliance etc.) to provide current and accurate information for schools and district offices.
- Maintains department files (e.g. student/teacher/building/course career and technical education data, student certifications, etc.) to provide accurate and available information; maintains confidentiality of files.
- Composes routine correspondence with district staff.
- Communicates with post-secondary partners and collects and maintains post-secondary preparedness data (e.g. Direct Admissions, WBL, and Dual Credit).
- Provides data entry for career and technical education course applications, course set-up, and program approval.
- Supports specialized college and career readiness programs such as Industry Recognized Credentials/Certifications, Work-Based Learning, Dual Credit, and Pierce County Skills Center.
- Supports departmental needs and participates in training, conferences, webinars, etc.
- Prepares, processes, and distributes assorted documents (e.g. district/state/federal reports, career and technical education monthly and annual reports, correspondence etc.) to provide information to district staff, students, parents, and the public in order to meet district, state, and federal requirements.
- Responds to inquiries from district staff, students, parents, and the public to provide information, clarification, and/or direction to appropriate parties.
- Serves as the district liaison and support with CTE, CEDARS, Skyward/Qmlativ, and with other agencies and districts in meeting the needs of students in the college and career readiness programs.
- Assists the career and technical education staff in schools by providing materials, information, and support.
- Coordinates special projects, as directed
- Other duties as assigned.

MINIMUM QUALIFICATIONS:

- High school diploma or equivalent.
- Two years of office experience in a school setting preferred.
- Experience with Career and Technical Education preferred.
- Background in managing and analyzing computer data, with emphasis in data processing and computer technology.

REQUIRED SKILLS, KNOWLEDGE, AND ABILITIES:

Skills to:

- Operate standard office equipment, including computer.
- Use proper grammar, spelling, and English in both oral and written communication.

Knowledge of:

- District and state policies and procedures.
- General clerical procedures.
- Word processing, spreadsheet, and database software, specifically knowledge of Microsoft Excel, Word, and Outlook software applications.

Ability to:

- Communicate effectively.
- Establish and maintain positive, productive, and cooperative working relationships.
- Handle confidential matters and information in a professional manner.
- Organize, multitask, set priorities, meet deadlines, attention to detail, to assure accuracy of data.
- Understand and carry out oral and written instructions.
- Use diplomacy when dealing with students, district staff, parents, and the public.
- Work in an atmosphere where interruptions occur frequently, and priorities are often modified.
- Work independently.

SPECIALIZED PERFORMANCE ABILITIES:

- Must be a reflective learner that values multiple perspectives.
- Must be able to adapt and be flexible to new circumstances as they arise.
- Must be able to collaborate with a team to work positively and diplomatically with potentially difficult people in demanding situations, maintaining a positive demeanor while working toward resolution.
- Must be able to manage, plan, and follow up on details.
- Must be able to read and interpret specific rules, laws, and agreements, and apply them with good judgement.
- Must be able to sit, stand, squat, bend, and reach; grasp, hold, lift, and maneuver a minimum of 20 lbs.
- Must be comfortable with technology and learning new computer skills, to be willing to upgrade skills as requested or required.
- Must demonstrate a sincere interest in representing our school district in a positive and professional manner, both in person and by phone.
- Must have physical hand agility and tolerance for high volumes of computer data inputting.
- Must work cooperatively with district departments to assure the accuracy of the student information system data base on State reporting requirements and district defined policies.

REPORTING RELATIONSHIP: Reports to the College and Career Readiness Director

March 2023

Rev. January 2025