



Richmond County Schools

Dr. Joe Ferrell, Superintendent
118 Vance Street, Hamlet, North Carolina 28345
Phone: 910-582-5860

POSITION:

DATA MANAGER

REPORTS TO:

Principal

JOB DESCRIPTION:

The Data Manager performs a variety of functions to support the use of the student information system. Work at this level requires knowledge of student accounting procedures and regulations, source data, and the functionality of the student information system in order to support school operations and to generate federal, state, and local reports. The employee works under general supervision where goals are provided and the employee, within established guidelines and procedures, accomplishes them. The employee must communicate effectively with a wide variety of groups including students, teachers, principals, counselors, central office staff, parents, governmental agencies, and higher education institutions.

QUALIFICATIONS:

- High school diploma or equivalent
- Associates degree (required); Bachelor's degree preferred
- At least two years of work experience in a related administrative or data management field
- Proficiency in Microsoft Word or Excel

ESSENTIAL JOB FUNCTIONS:

- Enters and manages student data in PowerSchool, including enrollments, withdrawals, student/teacher/room schedules, transcripts, test scores, immunizations, demographics, etc.
- Monitors the entry of attendance and grades by teachers into PowerSchool.
- Collects data for and prints grading period report cards.
- Monitors student absences for correct excused/unexcused coding.
- Prepares student absence lists and daily absence bulletin.
- Maintains student sign-in/sign-out logs
- Employs the PowerSchool program to generate reports to satisfy the requirements of the school administrators, local and state government, law enforcement and health agencies, as well as the North Carolina Department of Public Instruction.
- Oversees student entry and withdrawal from the school. Enrolls new students throughout the year. Enters basic student and demographic information.
- Processes arriving student's records
- Prepares cumulative records for departing students.
- Withdraws departing students from PowerSchool.
- Maintains files of arriving/departing student's records.
- Requests cumulative records for new students and sends records upon request for exiting students.
- Manages student records according to federal (FERPA), state and local policies and procedures.
- Prepares and reconciles monthly attendance reports

WORKING ENVIRONMENT:

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling; and significant fine finger dexterity. Work in this classification is considered light physical work requiring

the exertion of up to 20 pounds of force occasionally and a negligible amount of force frequently or constantly to move objects. Generally, the job requires sitting, walking, and standing. This job is performed in a generally clean and healthy environment.

Employment will require extensive background check.