



Franklin Pierce Schools

Job Description

POSITION TITLE: Data Manager – High School

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

ESSENTIAL JOB FUNCTIONS:

- Manages and manipulates student data to create required reports.
- Maintains student records (e.g. creating, proofing, updating, and purging cumulative files and official transcripts, etc.) for students enrolled, withdrawn or graduated to provide accurate and available information; maintains confidentiality of files.
- Prepares, processes, and distributes assorted documents (e.g. district/state/federal reports, master schedules, reports, grades, rosters, registration materials, records request, class ranking, student schedules, district and state forms, and data for statewide testing, etc.) to provide information to district staff, students, parents, and the public in order to meet district state, and federal requirements.
- Processes student records and forms (e.g. enrollment packets, records requests) to ensure current and accurate data; registers and withdraws students, including residency tracking, immunization checks, etc.
- Compiles data and other district related information for preparing various reports and documents, providing information to the district and OSPI as needed.
- Composes routine correspondence with district staff.
- Provides data entry for master schedule and student schedules; updates course entries when revised.
- Prepares report cards at each quarter and coordinates mailings with District office.
- Processes schedule changes and tracks student office or teacher assistants.
- Tracks all incomplete grades and notifies teachers and students of deadlines.
- Processes and tracks out-of-district and in-district student transfers.
- Tracks specialized programs such as Running Start, TRIO Upward Bound, Pierce County Skills Center, etc.
- Assists with McKinney-Vento eligibility for students and families, including completing student housing questionnaires, requesting transportation, and communicating with building liaisons.
- Assists other office staff as necessary.
- Other duties as assigned.

MINIMUM QUALIFICATIONS:

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

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, set priorities, meet deadlines, attend to detail, and follow through on a variety of assigned tasks.
- 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 Building Principal

April 2000

Rev. May 2006

Rev. December 2008

Rev. February 2017

Rev. August 2025