

## **DATA MANAGER (SCHOOLS)**

**DISTINGUISHING FEATURES OF THE CLASS:** This is a technical position responsible for the management and support of data information systems and software applications generating databases used throughout a school district. This position is responsible for designing and customizing databases and queries to meet various user needs in regard to the collection, analysis, reporting and sharing of data. The work is performed under the general direction of a higher-level administrator and work direction (e.g., lead work) is provided to clerical or other support staff. Does related work as required.

### **TYPICAL WORK ACTIVITIES:**

Oversees the collection, organization and maintenance of all district-level data, ensuring accuracy, integrity and security;

Customizes various databases and designs advanced queries to meet user needs;

Coordinates reporting among individual schools and the district, stays updated on state and federal reporting requirements and ensures timely submission of mandated reports to state education department;

Conducts data audits and quality assurance checks to identify and resolve data discrepancies or errors;

Collaborates with school administrators and staff to develop data collection protocols and standards, ensuring consistency and compliance;

Analyzes data trends and patterns to identify areas for improvement and provide recommendations to district leadership;

Runs reports to uncover discrepancies in data input;

Creates network folders for schools and trains and supports school personnel in using student management systems, tools and applications;

Standardizes forms and computerizes manual records;

Works with utility programs to set security parameters;

Assists in the development and implementation of data-related policies, procedures and best practices;

Provides input on database programs to be utilized;

Provides work direction to clerical staff or other support staff within the department;

May develop and maintain dashboards and reports to effectively communicate data findings to stakeholders.

### **FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Good knowledge of business practices, terminology, procedures and equipment; good knowledge of database and office software; good knowledge of personal computers; ability to plan and coordinate work projects; ability to program, upgrade and customize databases to user defined needs; ability to design advanced queries for the purpose of user defined reporting requirements and to collaborate in the generation of reports from various databases; ability to work independently within the scope of general direction; ability to understand and interpret written material; ability to present ideas clearly, concisely and logically, both orally and in writing; ability to train staff on the use of software; ability to establish and maintain successful cooperative relations with others.

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**MINIMUM QUALIFICATIONS:**

1. A Bachelor's degree or higher in Computer Science, Information Technology, Management Information Systems or comparable curriculum and one (1) year of paid work experience training users on software, creating databases and creating a variety of computerized reports by coordinating, managing, analyzing and manipulating data; or
2. A Bachelor's degree or higher in Business Administration or comparable curriculum and three (3) years of paid work experience training users on software, creating databases and creating a variety of computerized reports by coordinating, managing, analyzing and manipulating data.