

# CHURCHILL COUNTY SCHOOL DISTRICT

## DATA MANAGEMENT SPECIALIST

**FSLA STATUS: Non-Exempt**

**Created: 10/2004**

**Last Revised: 04/2015**

### **DEFINITION**

Performs technical work related to the District's administrative software applications with emphasis on the student data management system, PowerSchool. The position has responsibility for resolving software and data issues with administrators, clients, and application support staff; and in the development and maintenance of queries and reports.

**SUPERVISION RECEIVED AND EXERCISED:** *Receives general supervision from the site Administrator and/or designee while working with considerable independence in initiating and completing work.*

**ESSENTIAL FUNCTIONS:** *Performance of these functions is the reason the job exists. Assigned job tasks/duties are not limited to the essential functions.*

1. Perform specialized duties involving the use of complex report making skills and an understanding of specialized procedures regarding student data.
2. Schedule classes for all students and enter enrollment data for new students using the current computer software program.
3. Maintain accurate student data records and prepare reports based on data records.
4. Work with school secretaries, various departments and related parties on the procedures for inputting and managing data, and utilizing the PowerSchool software program at the school sites.
5. Develop methods for securing data applicable to the annual Accountability Report; develop and maintain the student data management office procedural manual.
6. Standardize demographic data entry in PowerSchool.
7. Assist in the data maintenance of state and federal programs; Maintain files and records; compile and prepare reports; develop methods of consistent data collection using PowerSchool.

# CHURCHILL COUNTY SCHOOL DISTRICT

## DATA MANAGEMENT SPECIALIST, continued

8. Respond to inquiries concerning school procedures, programs, policies, rules and regulations.
9. Assist teacher of record and set up distance education students in database; (PowerSchool year-end close and troubleshoot PowerSchool).
10. Assist in building master schedule; collect registration forms from all students, enter all student requests and generate student schedules; editing schedules as necessary.
11. Point of contact for parents to access student information in PowerSchool; assign, print, and distribute PowerSchool Parent Portal passwords to parents/students, assist in resolution of concerns and complaints.
12. Assist teachers with Power Teacher program; setting up Gradebook, print reports and supply passwords for new teachers
13. Site contact for trouble shooting of all computer issues; loss of power, loss of network, printing issues, submitting 'Help Tickets' to tech department for all staff unable to access the site, and set up new teachers with passwords.
14. Generate report cards; printing, editing teacher corrections, filing in student cumulative files, and sending to teachers for distribution.

**QUALIFICATIONS** - *Knowledge, Skills, and Abilities: (KSAs are the attributes required to perform a job; generally demonstrated through qualifying experience, education, or training.)*

### **Knowledge of:**

- Various data management programs;
- Nevada schools reporting requirements;
- Data processing and computer operations;
- Database, spreadsheet and word-processing software programs;
- Advanced office procedures and methods, business correspondence and mathematics;
- PowerSchool computer software and database maintenance; interfaces between software applications; quality assurance and data integrity; and general school operations.

# CHURCHILL COUNTY SCHOOL DISTRICT

## DATA MANAGEMENT SPECIALIST, continued

### **Skills to:**

- Operate a computer, software and related equipment;
- Input data to a computer; copy, delete and rename files;
- Establish and maintain complete and accurate data systems; and
- Follow oral and written instructions.

### **Ability to:**

- Learn, work in, oversee and train others in the use and accuracy of the student data management system of the District, and the PowerSchool system;
- Learn new software programs;
- Establish and maintain effective working relationships;
- Work in a team environment;
- Pay close attention to detail;
- Exercise independence, judgment, and problem-solving skills;
- Meet deadlines in a timely manner;
- Maintain regular attendance and punctuality;
- Use good judgment in applying established guidelines to solve work problems;
- Understand and carry out complex written and oral instructions;
- Plan, create, organize, obtain information and schedule work to meet established standards of quality and timeliness;
- Learn and interpret specific rules, regulations, laws and policies and to apply them with good judgment in a variety of situations without immediate supervision;
- Maintain confidentiality of privileged or sensitive information; determine and retain privileged communications; and
- Proofread and detect errors; make mathematical calculations with speed and accuracy; understand and carryout oral and written instructions.

**Experience and Training Guidelines** - *Any combination of experience and training that would provide the required knowledge, skills, and abilities are qualifying. A typical way to obtain the knowledge, skills and abilities would be:*

### **Training and Experience:**

Three (3) years recent experience working with a variety of data management/software programs and computer applications to include advanced knowledge of spreadsheet, database and report managing application software, such as Microsoft Excel (advanced), Microsoft Word (advanced), PowerPoint, Access and Visual PST, and ASCII import/export.

Possession of a high school diploma or its equivalent (GED).

# CHURCHILL COUNTY SCHOOL DISTRICT

## DATA MANAGEMENT SPECIALIST, continued

### **Required License or Certificate:**

Must possess and maintain a valid Nevada Driver's License.

Possession of or ability to obtain a current Cardiopulmonary Resuscitation (CPR) certificate from the American Heart Association, American Red Cross, or other similar organization within six (6) months of hire. Certification must be maintained for the duration of the assignment.

**Physical and Mental/Intellectual Requirements:** *The physical and mental requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of the job.*

Strength, dexterity and coordination to use keyboard and video display terminal for prolonged periods. Cognitive ability to operate a computer using word processing and databases. Strength and stamina to bend, stoop, sit, and stand for long periods of time. Dexterity and coordination to handle files and single pieces of paper; occasional lifting of files, stacks of paper or reports, references, and other materials. Some reaching for items above and below desk level. Some reaching, bending, squatting, and stooping to access files and records is necessary. The ability to effectively communicate in person, via telephone or by electronic means as appropriate. May lift objects in excess of twenty-five pounds (25) and occasionally lift or move objects weighing fifty pounds (50) or more.

**Please see chart below indicating specific physical requirements.**

In compliance with applicable disability laws, reasonable accommodations may be provided for qualified individuals with a disability who require and request such accommodations. Incumbents and individuals are encouraged to discuss potential accommodations with the employer.

# CHURCHILL COUNTY SCHOOL DISTRICT

## DATA MANAGEMENT SPECIALIST, continued

### PHYSICAL CAPACITY REQUIRMENTS FOR POSITION

(Mark with an X, leave blank where not applicable)

ESSENIAL FUNCTIONS	LESS THAN 25% OF TIME	25% TO 49% OF TIME	50% TO 74% OF TIME	75% TO 100% OF TIME
Sitting			X	
Standing	X			
Walking	X			
Bending/Stooping/Squatting/Twisting	X			
Crawling				
Kneeling	X			
Reaching above the body	X			
Reaching away from body	X			
Climbing Stairs	X			
Climbing while working (ladders, stools, roofs, poles)	X			
Balancing	X			
<b>Lifting &amp;/Or Carrying objects:</b>				
50 Pounds or 1/3 Bodyweight	X			
Pushing	X			
Pulling	X			
Grasping/Gripping		X		
Handling		X		
Applying Torque (arms)		X		
Fine Manipulation	X			
Repetitive Work			X	
Weight Barring	X			
Typing, Keyboarding, or Entering Data			X	
Computer Monitor/CRT			X	
Driving a Vehicle	X			
Working Alone		X		
<b>Operating Machinery or Equipment:</b>				
Heavy Equipment				
Vibrating Equipment				
Power Tools				
Machine/Electrical Hazards				
Ladders > 6 Feet				
Personal Protective Equipment				
Respirator Use				
<b>Work Conditions:</b>				
High Noises				

## CHURCHILL COUNTY SCHOOL DISTRICT

Heights				
Confined Spaces				
Heat Stress				
Cold Stress				
UV Exposure				
Hazardous Chemicals/Waste				
>8 Hours Per Day				
Overtime/Irregular Hours	X			
<b>Senses:</b>				
Eyes				X
Visual Demanding Work				X
Near Vision			X	
Far Vision	X			
Depth Perception	X			
Basic Color Discrimination	X			
Audio Arms	X			
Ability to Smell	X			

**Working Conditions:** Work is performed under the following conditions.

Position functions indoors in an office type environment where most work is performed at a desk. Environment is generally clean with limited exposure to conditions such as dust, fumes, noise, or odors. Frequent interruptions to planned work activities occur.

**Employee's Acknowledgment:** I acknowledge that I have read the above job description and have received a copy for my records.

Employee Name: \_\_\_\_\_

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Human Resources Signature: \_\_\_\_\_ Date: \_\_\_\_\_

# **CHURCHILL COUNTY SCHOOL DISTRICT**