

Chittenden Central Supervisory Union Job Description

JOB TITLE: Student Data Base Manager - Gr. 8

FLSA STATUS: Non-Exempt

UPDATED: July 17, 2002

POSITION OBJECTIVES:

To perform a variety of data entry and report generation tasks, as well as computer operations tasks for high school administrative and guidance functions.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- Enter data into computer files from a variety of written source documents, including student biographical data, student course selections, grades for new students, and so forth.
- Update, delete and verify accuracy of data in computer files.
- Clarify questionable or incomplete data on source documents with appropriate senior staff members before entering into system.
- Perform a variety of data retrieval tasks, involving query and/or report generation functions, such as processing of year-end reports (report cards, permanent record updates, and attendance reports); student schedules, attendance materials for school opening; various special reports (failing grades, incomplete notices, cumulative grade reports); and the like.
- Perform data coding tasks prior to data entry.
- Process documents from which data has been entered. Manually log and cross-reference data entry work as required.
- Print and distribute report cards and progress reports.
- Perform computer operations tasks, ensuring proper set-up and operation of hardware, troubleshooting operations problems, and the like.
- Maintain, manage and update the SASI, CLASSxp and Intergrade systems.
- Process electronic data for the progress and grade reports.
- Perform related duties as assigned.

SUPERVISION RECEIVED

Direct to moderate supervision is received from the Assistant Principal and/or other senior staff member.

SUPERVISORY RESPONSIBILITIES:

No formal supervisory duties.

QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily, in addition to the following:

- High school education plus two to three years of related data entry experience, or a combination of education and experience from which comparable knowledge and skills are acquired.
- Language Skills.

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.

- Mathematical Skills.

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

- Computer Skills and Experience.

Basic computer operations experience helpful. Good typing and previous data entry experience a plus.

- Reasoning Ability/Mental Requirements.

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

- Communication & Interpersonal Skills. Ability to communicate courteously, efficiently and effectively with a variety of individuals, including students, faculty, administrators, parents, and representatives of outside organizations. Ability to work cooperatively and effectively with peers, subordinates, supervisors, parents, and outside agencies.

PHYSICAL EFFORT AND STRESS.

While performing the duties of this job, the employee is frequently required to sit; use hands to finger, handle, or feel; and talk or hear. The employee is occasionally required to reach with hands and arms.

WORKING CONDITIONS:

The noise level in the work environment is usually moderate.

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This general outline illustrates the type of work, which characterizes the Job Classification. It is not an all-encompassing statement of the specific duties, responsibilities and qualifications of individual positions assigned to the classification. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.