*The Vernon Public Schools, in partnership with family and community, is committed to provide a quality education, with high expectations, in a safe environment where all students become independent learners and productive contributors to society.*

**JOB DESCRIPTION**

**Position:** Data Manager



**Reports to:** Assistant Superintendent

**Employment Status:** Regular/Full-time

**FLSA Status:** Exempt

**Description:** Ensure that every student in the school district is accounted for funding and required district reporting.

**NOTE:** The below lists are not ranked in order of importance

**Essential Functions:**

* Maintain the strictest confidence concerning personnel, students and operational concerns of the district
* Promote good public relations by personal appearance, attitude, and conversation
* Report all cases of suspected child abuse to appropriate school personnel and proper government authority
* Serve as the lead contact for the Student Information System
* Manage the Student Information System and translate user requirements into effective program designed and reports
* Assist in establishing and enforcing standards, policies and procedures for the student information management system
* Troubleshoot operational and software problems, determine cause of errors and/or stoppages, and apply corrective techniques including referrals to technical support
* Act as expect for all school-based personnel in use of computerized student information system
* Assist school-based personnel in implementing standards and operating standards and operating procedures established for management of student data
* Coordinate and facilitate training for Student Information System
* Ensure the Student Information System is consistent with state mandated criteria
* Keep up-to-date on the requirements of student/teacher data state reporting
* Submit district mandated data reports Federally and to the State of Connecticut
* Instruct staff on how to interpret state data
* Ensure that all appropriate district employees have current state report manuals, software, information etc.
* Produce reports as required for state reporting and auditor
* Maintain student and other mandated information in all required student information systems
* Work with schools to ensure that student information is submitted in timely fashion
* Maintain student records and other required information in the Student Information System (SIS) as required
* Attend trainings, conferences and seminars as required

**Other Duties and Responsibilities:**

* Assist in handling inquiries from district personnel and vendors as needed
* Other duties as assigned by the Assistant Superintendent and/or Superintendent
* Respond to routine questions and requests with tact and diplomacy in a timely manner
* Establish and maintain cooperative professional relationships
* Maintain a level of approachability by administration and staff

**Qualifications/Certificates:**

* Bachelor’s degree in Computer Science, Information Technology or other related discipline
* 3 years successful supervisory experience
* Such alternatives to the above qualifications as the Superintendent and/or Vernon Board of Education may find appropriate

**Required Knowledge, Skills, and Abilities:**

* Ability to work effectively with others
* Strong analytical skills
* Good communication skills
* Effective, active listening skills
* Ability to multi-task
* Good organizational and problem-solving skills
* Excellent computer skills
* Ability to meet deadlines
* Strong understanding of database structures, principles and practices
* Ability to work with a high degree of accuracy
* Microsoft Office: Excel, Word, Access and PowerPoint

**Additional Working Conditions:**

* Interaction among children
* Repetitive hand motion, e.g., computer keyboard, typing, calculator, writing
* Regular requirement to sit, stand, walk, read, hear, see, speak, reach, stretch with hands and arms
* Frequent interruption of duties by staff, students, visitors and/or telephone
* Occasional requirement to travel
* Occasional need to work overtime, evenings and/or weekends
* Occasional requirement to lift, carry, push and/or pulling various supplies and/or equipment up to a maximum of 20 pounds

**Equipment Operated:**

Computer/Laptop Printer Scanner

**Required Testing Continuing Educ./Training Clearances**

Fingerprint/Background

**Evaluation**:

Performance will be evaluated annually in accordance with the provisions set by the Vernon Board of Education

My signature below represents that I have reviewed the contents of my job description and that I understand the requirements of my position.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature Date