



JOB DESCRIPTION
Data Manager – Early College Academy

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The Early College Academy Data Manager under the direct supervision of the Principal, manages the integrity of data as it pertains to the Student Information System (SIS) and acts as a liaison between schools and campus staff.

EDUCATIONAL / CERTIFICATION / EXPERIENCE REQUIREMENTS:

- High School Diploma **OR** GED
- Five Years of data processing/clerical experience

ADDITIONAL REQUIREMENTS:

- Skills testing will be required

KNOWLEDGE / SKILLS / ABILITIES:

- Knowledge of Texas PEIMS and state policy
- Working knowledge of master schedule and UNIX
- Ability to maintain accurate and auditable records
- Ability to use personal computer and software to develop or maintain spreadsheets and databases, and do word processing
- Proficient typing, keyboarding, and file maintenance skills
- Basic math skills
- Strong organizational, communication, and interpersonal skills with ability to work collaboratively as a team member

DUTIES AND RESPONSIBILITIES:

1. Designs and runs reports necessary for daily functioning of campus and aggregation of data as requested by campus faculty and staff.
2. Trains and supports end users at the high school campus on the student information system, report writing system, and grading system.
3. Acts as a liaison between the high school, middle school, and secondary alternative school to guarantee data integrity between transfer students.
4. Assists the campus administration and department heads in the design and assessment of the campus master schedule and course catalog.
5. Audits campus staff to ensure integrity of state reported data including but limited to attendance, discipline, grades, and special populations.
6. Acts as a liaison between the district PEIMS Coordinator and the campus staff to ensure Judson ISD policy is communicated and followed.
7. Compiles and aggregates data from multiple sources including but not limited to SIS, testing database, and PEIMS.
8. The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties, and skills required.

WORKING CONDITIONS:

MENTAL DEMANDS: Ability to concentrate, communicate (verbally and written), understands verbal instructions, read, compile and instruct.

PHYSICAL DEMANDS: Ability to lift and/or carry light weight (under 15 pounds), perform repetitive hand motions and prolonged use of computer. Ability to work alone for long periods.

SUPERVISORY RESPONSIBILITIES:

None

EQUIPMENT USED:

Basic Office Equipment, personal computer and shredder

Paraprofessional Pay Grade: 7

Salary Range: \$12.66 min./ \$15.82 mid./ \$18.99 max.

Days: 226

Wage/Hour Status: Nonexempt

Updated: February 18, 2009

The Judson School District considers applicants for all positions without regard to race, color, national origin, age, religion, sex, marital or veteran status, the presence of a medical condition, disability, or any other legally protected status.