

**WINOOSKI SCHOOL DISTRICT**  
**Job Description: DATA MANAGER**

***Date Approved/Updated:*** July 11, 2014

***Location:*** District-wide

***Job Group:*** Support Staff, Union

***Reports To:*** Superintendent or designee

***Summary of Position Responsibilities:*** Maintain all student records in regard to district-wide assessment results. Create reports for administrators. Incorporate all local, state and federal assessment results into appropriate database. Create and produce required school reports for the state in a timely fashion. Maintain accuracy of student demographics. Maintain positive contacts with students, parents and staff. Serves as a member of the Technology Support Team.

***Essential Duties and Responsibilities:***

General:

1. Stay current with the operations of local, state and federal data management systems.
2. Provide training for local data management systems to district employees.
3. Maintain student database according to the FERPA regulations.
4. Create and provide reports to administration related to attendance, class lists, student lists, discipline reports, assessments, etc.
5. Collaborate with Technology Support Team.

Student Data Management:

1. Input student data into local, state and federal assessment tools as needed.
2. Collect, create and provide reports to administration related to student progress on school, district and state assessments by school, teacher and student subgroups.
3. Participate in the formation of and the adherence to the District's local assessment plan per the Education Quality Standards (EQS).
4. Provide support for teachers and administration in the area of student assessment information.

***Supervisory Responsibilities include:*** This job has no supervisory responsibilities.

***Qualification Requirements:***

*The requirements listed below are typical of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

To perform the job successfully, an individual should demonstrate the following competencies:

1. Analytical - collects and researches data, uses intuition and experience to complement data.
2. Design – demonstrates attention to detail.
3. Problem Solving – Identifies and resolves problems in a timely manner; gathers and analyzes information skillfully.
4. Technical Skills – strives to continuously build knowledge and skills, shares expertise with others.

---

*The information contained in this job description is for compliance with the Americans With Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individual(s) currently holding this position and additional duties may be assigned. The Board reserves the right to waive the essential requirements contained in this job description.*

**WINOOSKI SCHOOL DISTRICT**  
**Job Description: DATA MANAGER**

Page 2

5. Customer Service – manages difficult or emotional customer situations; responds to requests for service and assistance, meets commitments.
6. Interpersonal Skills – maintains confidentiality; listens to others without interrupting, keep emotions under control, remains open to others’ ideas and tries new things.
7. Oral Communication – speaks clearly and persuasively in positive or negative situations; listens and gets clarification, responds well to questions; participates in meetings.
8. Written Communication – Writes clearly and informatively, edits work for spelling and grammar, able to read and interpret written information.
9. Teamwork – contributes to building a positive team spirit.
10. Judgment – exhibits sound and accurate judgment; includes appropriate people in decision-making process; makes timely decisions.
11. Professionalism approaches others in a tactful manner, reacts well under pressure, treats others with respect and consideration regardless of their status or position, accepts responsibility for own actions, and follows through on commitments.
12. Safety and Security – determines appropriate action beyond guidelines.
13. Attendance/Punctuality – is consistently at work and on time; ensures work responsibilities are covered when absent; arrives at meetings and appointments on time.
14. Dependability – takes responsibility for own actions, keeps commitments, commits to long hours of work when necessary to reach goals, completes tasks on time or notifies appropriate person with an alternate plan.
15. Initiative – volunteers readily, undertakes self-development activities; seeks increased responsibilities, takes independent actions and calculated risks; looks for and takes advantage of opportunities, asks for and offers help when needed.
16. Multi-tasks – ability to continually reprioritize tasks with inherent interruptions.
17. Organizational Support – follows policies and procedures; completes administrative tasks correctly and on time; supports organization’s goals, decisions and values.

Education and/or Experience: Associate’s degree is preferred. One year certificate from college or technical school; or one year related experience and/or training; or equivalent combination of education and experience.

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.

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. Basic statistics desirable.

Reasoning Ability: Ability to understand and analyze data. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

Other Skills and Abilities: To perform this job successfully, an individual should have knowledge/understanding of student management software, database software, Excel, and Internet software.

**WINOOSKI SCHOOL DISTRICT  
Job Description: DATA MANAGER**

**Physical Demands:**

The physical demands are typical of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Indicate with the following designations O=occasionally F=frequently or C=constantly for each essential function of the job. Leave blank if it is not essential to the job:

- F Standing     F Walking     F Sitting     O Lifting     O Carrying     O Pushing  
 O Pulling     O Climbing     O Balancing     O Stooping     O Kneeling     O Crawling  
 O Crouching     O Reaching     C Handling     C Fingering     F Feeling     F Talking  
 F Hearing     C Far Vision     C Near Vision     C Color Vision     C Depth Perception     C Repetitive Motion  
 C Eye/Hand/Foot Coordination

**Physical Effort:** Please indicate on the continuum the requirements of this position:

Sedentary Work	Light Work <b>XX</b>	Medium Work	Heavy Work	Very Heavy Work
Lifts up to 30 lbs Walks/stands occasionally	Frequently lifts up to 10 lbs. Frequently walks/stands.	Frequently lift/carry up to 25 lbs.	Frequently lift/carry up to 50 lbs.	Frequently lift/carry up to 50 lbs or more.

**Work Environment:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Indicate with the following designations N=Never O=occasionally F=frequently or C=constantly for each essential function of the job:

- O Exposure to weather     O Extreme heat     O Extreme cold     F Noise     O Dust, vapors, fumes  
 C Time constraints     C Public contact     C Deadlines     O Travel     C Inside work

**Terms of Employment:** Twelve-month year. Salary or Hourly Wage and work year to be established by the Board or Designee.

**Compensation:** Per negotiated agreement.

**Evaluation:** Performance of this job will be evaluated in accordance with provisions of the negotiated agreement.

---

The information contained in this job description is for compliance with the Americans With Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individual(s) currently holding this position and additional duties may be assigned. The Board reserves the right to waive the essential requirements contained in this job description.