Data Entry Manager - District Based

POSITION TITLE
MINIMUM

QUALIFICATIONS

Data Entry Manager – District Based
- College Graduate preferred
- Coursework and experience with SASIxp,SIMS, Excel, Access, PowerPoint and Web formats
- Demonstrated ability with survey production and management
- Strong organizational; and management skills in meeting deadlines for projects.
- Excellent work, communication and interpersonal skills

REPORTS TO
JOB GOAL(S)

Director of Special Services, Planning & Assessment
· To assist the Information Systems Manager with comprehensive student administrative data, management operations on the District level and compilation of district wide reports.

- To assist the Director of Special Services, Planning & Assessment in the management of assessment data.

· To assist the Director of Special Services, Planning & Assessment with the construction, scanning and analysis of District surveys and.

- To assist the Director of Special Services, Planning & Assessment in the maintenance of the Special Services website.

PRIMARY RESPONSIBILITIES

1. Updates and maintains all data files for District student management.
2. Completes monthly attendance reports for the District.
3. Provides necessary reports for teachers and administrators, district wide.
4. Provides district wide training in use of SASIxp, SIMS and OnBase and other data management software including updating/creating training materials and updating SOP manuals.
5. Manages the Registration database through OnBase software.
6. Works with the Information Systems Manager, principals, and Data Processing Department in the reorganization/refinement of all daily computer-assisted operations for grades K-12.
7. Construct, tabulate and create databases of District surveys for various departments throughout the District.
8. Maintains the integrity of the District databases through troubleshooting with schools, departments and central office. Also, provides technical assistance to school personnel on issues regarding SASIxp and SIMS database.
9. Maintains the integrity of Special Education within the SASI and SIMS databases. This includes the creation and maintenance of an out-of-district database.
10. Manages the scanning operation of newly registered students and oversees the scanning and indexing of these documents into OnBase.
11. Creates the District Annual Report.
12. Works with the Director on the tabulation, analysis and presentation of District assessment reports.
13. Manages the ESL database and provides reports as needed.
14. Manages the Project Ahead database and provides reports as needed.
15. Manages the input and reporting of all district assessments entered into SASIxp or SIMS.
16. Keeps skills current with respect to all upgrades of hardware and software applications.
17. Help District Registrar with registration process.
18. Other duties as assigned by the Director.

TERMS OF EMPLOYMENT 12 Months

Salary as per SOMEA Agreement