



District Office
 501 West Sickels Street
 St. Johns, MI 48879
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 www.sjredwings.org

TITLE: Data Management Specialist	FLSA: Non-exempt
REPORTS TO: Assistant Superintendent	POSTED: June 20, 2024
SALARY: starting salary \$48,512 <i>Non-Union Support Staff Classification</i>	NUMBER OF DAYS: Year Round Position
LOCATION: District Office	HOURS: 8 hours daily, Monday-Friday

POSITION SUMMARY

Responsible for the District’s data management systems, including student enrollment, pupil accounting, and state reporting. Ensures integrity of data, conveys inconsistencies or problems to supervisor, and interfaces with District personnel.

DUTIES AND RESPONSIBILITIES

These duties and responsibilities are judged to be “essential functions” in terms of the Americans with Disabilities Act or ADA. The statements below are intended to describe the general nature and level of work being performed by a person in this position. They are not to be construed as an exhaustive list of all duties that may be performed by such a person.

- Maintains data for new school enrollments and demographic changes.
- Completes set up for State testing and ensures all reporting requirements are met.
- Responsible for pupil accounting submissions and all associated mandatory state reports.
- Ensures data reporting is completed according to pre-established schedules.
- Analyzes and tracks data for possible process improvement and works with supervisor to implement changes.
- Assists with the following processes: Federal/State reporting, District Application Support, Data Mining, Personnel Security, and other District reports.
- Performs data imports, extracts, and interfacing for district application databases.
- Develops and maintains procedures and processes for ensuring quality data.
- Assist with and coordinate activities to integrate data flow between applications; eliminating redundant data entry and data updates within district applications.
- Ensures District personnel receive training to maximize their utilization of various software applications; conducts one-on-one and small group training sessions.
- Attend training and state conferences pertaining to the position responsibilities. May require overnight stays out of town.
- Provides backup for school closure notifications.
- Performs other duties as assigned.

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RECOMMENDED EMPLOYMENT QUALIFICATIONS

EDUCATION:

- Associates degree with related coursework or equivalent combination of education and experience is required
- Bachelor's degree - *preferred*

EXPERIENCE:

- Minimum of three years of related experience in data management systems.
- Experience in a school district setting - *preferred*

CERTIFICATES, LICENSES, OR REGISTRATIONS:

- Michigan School Business Officials (MSBO) Pupil Accounting certification - *preferred*
- Must be willing to obtain certifications as directed by supervisor.

OTHER KNOWLEDGE, SKILLS AND ABILITIES:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Interpersonal and communication skills necessary to provide courteous and accurate information to all levels of staff, students, parents, community and state agencies. The employee is required to handle problem situations in a tactful, courteous and respectful manner.
- Written and computer skills necessary for the creation and compilation of various documents, communications and reports. The employee is required to effectively utilize a variety of software applications.
- Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations.
- Ability to utilize various data manipulation interfaces to import, extract and manipulate data.
- Ability to write reports, business correspondence, and procedure manuals.
- Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.
- Accounting skills and analytical ability to evaluate information and situation to determine the appropriate course of action without supervisor approval.
- Ability to define problems, collect data, establish facts, and draw valid conclusions.
- Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.
- Ability to communicate effectively with both technical and non-technical personnel
- Self-motivated and willing to learn.
- Ability to utilize discretion and sound judgment in handling confidential information and documents.
- Ability to prioritize multiple tasks, meet tight deadlines, and remain organized when frequently interrupted.

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- Ability to read, analyze and interpret general business documents or governmental regulations.
- Ability to effectively present information and respond to questions from groups of managers, clients, customers and the general public.
- Ability to define problems, collect data, establish facts, and draw valid conclusions.
- Ability to communicate effectively with both technical and non-technical personnel, at multiple levels within the organization.
- Ability to function with a keen attention to detail.
- Ability to establish positive working relationships, demonstrate ability to work with co-workers as an effective team, demonstrate customer service skills, and function in a professional manner.

The information contained in this job description is for compliance with the American with Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.

PHYSICAL DEMANDS:

While performing the duties of this job, the employee is regularly required to sit for long periods of time; use hands to finger, handle, or feel; talk and hear. The employee is occasionally required to stand; walk; reach with hands and arms; and stoop, kneel, or crouch. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, and ability to adjust focus, especially due to concentration on a computer screen and small numbers. While performing the duties of the job the employee may be required to leave the building.

WORK ENVIRONMENT:

The work is in an office setting. The noise level in the work environment is generally moderate. The employee will be required to use his/her own transportation to travel to other school buildings and locations.

If interested in this position, please apply through [Fast Track](#). A completed online application is required for all applicants.
This position will be posted until June 30, 2024, or until filled.

It is the policy of St. Johns Public Schools that no discriminatory practices based on sex (including sexual orientation and gender identity), race, religion, color, age, national origin, disability, height, weight, marital status, political affiliations and beliefs, or any other status covered by federal, state or local law be allowed in providing instructional opportunities, programs, services, job placement assistance, employment or in policies governing student conduct and attendance.

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