

HARLEM CONSOLIDATED SCHOOL DISTRICT #122

Job Description

Data Management Specialist - Secondary

Supervisor: Building Administrator

FLSA Status: Non-Exempt

Employee Group: Secretarial

Qualifications:

1. High School diploma or equivalent
2. Knowledge of Microsoft Office
3. Knowledge of multiple computer and common office software and equipment use

Terms of Employment:

- Twelve (12) month contract
- Eight (8) hours per day

Duties and Responsibilities:

1. Process data to maintain and update permanent and temporary records per District Policy.
2. Process and maintain all fee tracking records and sending billing notices when necessary.
3. Maintain a record of individual student activities and locker assignments for all students.
4. Generate and distribute reports for attendance, grade distributions, report cards, and other specialized reports as requested.
5. Generate and distribute report cards.
6. Provide administrative software assistance to office building personnel.
7. Coordinate with the associate principal, utilizing established scheduling software features, to develop the master schedule utilizing scheduling software.
8. Generate and distribute each term class list and student schedules for verification.
9. Maintain supplies inventory for data processing equipment and complete supply requisition forms as necessary.
10. Keep current with best practices and requirements as they relate to your job assignment.
11. Perform such other job related duties and assume such other professional responsibilities as your supervisor may from time to time assign or delegate.

The mission of the Harlem Consolidated School District, as a vital part of the community, is to help diverse learners realize their unlimited potential by providing an educational program dedicated to academic excellence and the development of strong character in a safe and respectful learning environment.