

POSITION DESCRIPTION COLCHESTER SCHOOL DISTRICT

POSITION: Data Coordinator
DEPARTMENT: Central Office
REPORTS TO: Superintendent
CLASSIFICATION: Exempt (salary)
PURPOSE: The data manager reports to the Superintendent and is responsible for tracking and reporting all relevant data to the school district.

ESSENTIAL DUTIES & RESPONSIBILITIES:

- Responsible for preparing all state reports, and adhering to all state and federal guidelines
- Coordinate routine data collection and reporting for the Central Office Administrative Team and District Supervisors.
- Coordinate all aspects of the school district's Act 166 Prekindergarten education program. This includes obtaining contracts and facilitating all communication with prequalified PreK programs, overseeing the student enrollment and attendance process, processing state mandated PreK payments to participating preschool centers, collecting TS Gold information, preparing all state reports, compiling background check information and adhering to all state regulations)
- Hold annual registrar and Infosnap trainings for school based secretaries along with follow up support as needed
- Coordinate with IT the district's annual InfoSnap process, timeline, communication, and training cycle.
- Generate and distribute school enrollment and school meal participation reports, monthly
- Coordinate the revision, publication, and distribution of all districtwide forms on an annual basis
- Communicate and coordinate the implementation of various districtwide activities as directed by the administration (this includes, but is not limited to, monthly cafeteria menus, district bus schedules, Kindergarten registration, preschool, school and staff calendars, Teacher Evaluation Handbook, SharePoint, and the district's automated communication system)
- Manage the district's Free and Reduced Meal program (this includes, but is not limited to, processing meal applications, disseminating program information to parents, and adhering to all federal guidelines)
- Prepare state and federal student census reports (this includes, but not limited to, Fall and Spring Census, ADM, SECT, Tuition Student Census, State-Placed Student Report, Coordinate Civil Rights Data Collection, School Registers, Non-Resident Students Report, Vocational Education FTE report, and VT Home Study Program reports)
- Coordinate Board and district activities with the Town Office and state agencies, as directed
- Provide back up to the central office administrative assistant (General/SPED) and the Medicaid Coordinator
- Provide back up for all school board mailings
- Provide front office coverage when necessary or assigned
- Provide back up for school messenger
- Assume other responsibilities as defined by the Superintendent and/or other district administrators
- Exhibit commitment to School District's Vision Plan

Job Knowledge, Skills, and Abilities:

- Knowledge of administrative and clerical procedures and systems such as word processing, managing files and records, designing forms, and other office procedures and terminology
- High accuracy and attention to detail; Strong organizational skills
- Excellent oral/written communication skills including the ability to communicate courteously, efficiently, effectively and respond to questions from a variety of individuals, including faculty, staff, administrators, co-workers, applicants, community members, and representatives of outside organizations

Revised Date: 02/16/2017
Board Approved: 02/21/2017

- Ability to calculate percentages, proportions, averages, etc.
- Demonstrated ability to use discretion and independent judgment
- Ability to interpret and apply a variety of instructions/policies/procedures/practices furnished in written, oral, diagram or schedule form
- Proven ability to work cooperatively and effectively as part of a team

TOOLS/TECHNOLOGY REQUIREMENTS:

Calculators or accessories, Photocopiers, Electronic mail software (Google), Word Processing Software (Microsoft & Google), Calendar and Scheduling Software (Google), Spreadsheet Software (Excel), Scanners, Internet Browser Software, Presentation software (PowerPoint), Web Development Software, Photo Editing software (PhotoShop), Student Database Software (PowerSchool), Student Registration Software (InfoSnap), District Notification System (SchoolMessenger), and Business Collaboration Software (SharePoint)

DESIRED QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily, in addition to the following:

- Associate's Degree in Business Education
- Five to seven years successful experience in an office environment

PHYSICAL/MENTAL DEMANDS:

- Must be able to move files/objects weighing up to 25 pounds
- Must be able to remain in a stationary position 95% of the time
- Must be able to move around the office to access file cabinets, office machinery, deliver files, attend meetings, greet visitors, etc
- Ability to effectively and efficiently operate under stressful situations including managing multiple priorities

WORKING CONDITIONS:

Work is normally performed in a climate-controlled, shared office environment. Noise level is moderate and includes sounds of normal office equipment (computers, telephones, etc.).

This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee.