



Title:	NC Wise Data Manager
Reports to:	Principal
Terms of Employment:	TBD
Salary:	NC State Salary Schedule

Qualifications: Graduation from high school and at least 3 years of experience in an automated office or systems environment or
Any equivalent combination of training and experience which provides the required knowledge, skills and abilities

Essential Job Functions:

1. Attendance, absences and tardiness.
2. Utilizes the computerized student information management system (NC WISE) to maintain database on student enrollment to include student's demographic data, immunization record, emergency/medical information and school records.
3. With the use of NCWISE, prepares and maintains a database of daily student
4. attendance, absences and tardiness.
5. Prepares attendance reports and reconciles manual and computer reports monthly.
6. Prepares and establishes master schedules which show courses, classrooms, time periods, teachers, and other relevant information; runs student schedules and inputs changes and corrections
7. Performs advanced scheduling which includes assisting administrators in the scheduling process, identifying and resolving scheduling conflicts
8. Responsible for identifying errors and reconciliation of required state reports (PMR, SAR, VEIS, EC, etc.) between the UERS (NC WISE reporting system) and eSIS (NCWISE database) Prepares and distributes academic related reports
9. Prepares and maintains records of exceptional students being served
10. Prepares and maintains computer testing records of students and prepares files/reports to be used in school accountability (ABC's).
11. Records and maintains student disciplinary actions and suspensions, and prepares periodic statistical reports as appropriate
12. Troubleshoots and provides technical support for NC WISE within the school; serves as a liaison and contact person to the central office NC WISE to solve the more complex computer problems
13. Serves on various school related committees, attends meetings and participates in other activities of such groups as appropriate
14. Attends seminars, conferences, workshops, classes, lectures, etc., as appropriate, to enhance and maintain knowledge of trends and developments in the field of database management, with specific emphasis on use of the student information management system
15. Performs other duties and responsibilities as assigned by supervisor

**Student Information
Services
Physical and Cognitive
Requirements**

The major physical and cognitive requirements listed below are applicable to the Student Information Data Manager I job classification within Moore County Schools.

Work in this classification is considered light physical work requiring the exertion of up to 20 pounds of force occasionally and a negligible amount of force frequently or constantly to move objects.

Must be able to:

- Prepare, read and comprehend a variety of job related forms, reports, spreadsheets, maps, plans, records, documentation and correspondence in all languages required by the job
- understand and conform to all rules of punctuation, grammar, diction and style speak to individuals or groups of people with poise, voice control and confidence respond adequately to inquiries or complaints
- Write using standard convention in all languages required by the job
- Apply principles of logical or scientific thinking to define problems, collect data, establish facts and draw valid conclusions
- Apply common sense understanding to carry out instructions furnished in written, oral or diagrammatic form
- Communicate effectively and efficiently in all languages required by the job using whatever communication device or system is required (telephone, Braille) use/interpret job related terminology, mathematical formulas and functions effectively and efficiently
- Deal with people beyond giving and receiving instructions
- Perform under stress, deal with persons acting under stress and adapt when confronted with emergency situations
- Be sensitive to cultural differences among individuals and groups of persons operate a motor vehicle
- Operate/use a variety of automated office machines and other office equipment
- Maintain a working knowledge of computers, software, hardware and computer terminology
- Troubleshoot common hardware and software problems
- Maintain a working knowledge of student data, school organization, and student information management systems used by the school
- Utilize mathematical formulas, to add, subtract, multiply, divide, use percentages and decimals
- Coordinate hands and eyes rapidly and accurately in using office equipment differentiate between colors and shades of color