

## Maine School Administrative District No. 70

Title: Data Manager  
Reports To: Guidance Director  
School: MSAD #70

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**Primary Purpose (Job Goal):** To maintain essential records fundamental to the management of the district and / or setting.

**Qualifications:**

Education: Associate's Degree minimum

Experience in computer operation. Knowledge in computer operation and demonstrated keyboard proficiency. Demonstrated effective oral and written communication skills. Skill in analyzing computer data (input/output). Ability to manage time effectively. Knowledge in FTE procedures, membership and grade reporting procedures. Knowledge in attendance procedures. Ability to organize registration procedures. Importing and exporting of data using various formats, such as csv, text, and xml files. Advanced knowledge of spreadsheet data functions.

**Major Responsibilities and Job Duties:**

- Manage the student information system master file and update daily.
- Assist with inputting all schedule requests.
- Assist in the scheduling process.
- Process and distribute student schedules, class lists and mailing labels.
- Ensure daily entries to the attendance accounting system are complete.
- Manage all entries related to school course and staff master file.
- Manage all entries related to grade reporting.
- Assist in processing student class records for generation of FTE.
- Report writing and developing
- Participate in in-service training programs as assigned.
- Use effective, positive interpersonal communication skills.
- Perform other incidental tasks consistent with the goals and objectives of this position.
- Assist administration in producing documents, surveys, reports, and mailing labels requiring word processing programs.
- Assist Teachers and other staff in the understanding of utilization of data information software programs.
- Assist with other district programs including state reporting
- Other duties as assigned

**Equipment Used:** Computer and other equipment required to fulfill the requirements of the position.

**Working Conditions:**

Mental Demands: Consulting, problem solving, communicating, collaborating, documenting and managing.

Physical Demands: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force as frequently as needed to move objects.

Environmental Conditions: Typical office setting.

**Terms of Employment:** In accordance with salary agreement.

**Evaluations:** Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

**Note:** The above job description reflects the general requirements necessary to describe the principle functions or responsibilities of the job identified and shall not be interpreted as a detailed description of all the work requirements that may be inherent in the job, either at present or in the future.

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**Reviewed and agreed to by:**

**Date:**

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**Approved by:**

**Date:**