

SOUTHERN COLUMBIA AREA SCHOOL DISTRICT

POSITION: DATA MANAGER/CHILD ACCOUNTING OFFICER

POSITION GOAL: Performs a variety of specialized duties that involve the mandated collection and reporting of school data and the maintenance of a comprehensive student information system. Performs Child Accounting duties including the enrollment and registration of students. Performs related duties as required.

TERMS OF EMPLOYMENT: Salary shall be determined by the Board of Education. The length of term is indefinite since the position is a twelve (12) month employment. 8-hours per day subject to job responsibilities. Benefits in accordance with Act 93.

REPORTS TO: Superintendent of Schools

SUPERVISES: None; however, may provide technical direction to other staff in the School District.

PERFORMANCE RESPONSIBILITIES:

Data Management and Reporting (K-12)

1. Establish and maintain mechanisms for the secure collection, maintenance, and submission of confidential information.
2. Coordinate data entry/data maintenance, process development, documentation and data correction for District's student information systems, student registration, and PIMS reporting in district information systems for federal and state-required reporting.
3. Responsible for the collection, maintenance, and submission of confidential data to include student information, program facts, school enrollment, staff information and assignments, courses offered and instructors, course enrollment, school calendar, District annual facts, special education services, events and facts, Civil Rights Data Collection and other required information as defined by the PA Department of Education.
4. Ensure accuracy of information presented in District's Student Information System, student registration, and PIMS reporting through continuous communications with the state and key district personnel.
5. Prepare and submit all required PIMS reports according to the established timeline.
6. Serve as the district point of contact for PIMS reporting and related issues.
7. Write reports on PIMS data in district information systems for end-user review.
8. Work with District's information system vendors in handling changes to PIMS reporting requirements.
9. Maintain current knowledge of PIMS requirements as designated by the state. Including attending necessary webinars, meetings, and/or conferences conducted by the state or vendor regarding PIMS.

10. Responsible for managing the District's Student Information System (SIS). Performs regular maintenance tasks, system enhancements, and system configuration.
11. Create and maintain user accounts including user system permissions.
12. Coordinate with IT Department to ensure automation routines feed student demographic information (and other needed data) to and from additional third party systems/databases including transportation, food service, and school notification systems.
13. Provide direct support to schools in the use of the Student Information System.
14. Create and teach others to create and use data reports that show student demographics and academic progress.
15. Develop procedural manuals, videos, and screencasts for SIS modules and data collection systems.
16. Responsible for SPP Review (School Performance Profile- information reported through PIMS).
17. Serves as the District point of contact for SIS related issues.
18. Coordination and leadership of a District Data Governance team.

Child Accounting, Student Enrollment, and Registration (K-12)

1. Responsible for the registration of all new and/or returning students. Assists as needed with mass Kindergarten registration. Oversees the process of withdrawing students.
2. Maintains the District's Student Information System's online registration component.
3. Reviews and approves/denies online registrations submitted.
4. Schedules appointments with parents/guardians to finalize the registration process.
5. Responsible for gathering required enrollment documentation (Proof of Residency, Immunization, Proof of Age, Parental Registration Statement and Home Language Survey and if applicable, 1305 Foster Student Placement Letters; and 1302- Guardianship Notarized Statements or Court Orders).
6. Request and be responsible for tracking and distributing records from previous schools.
7. Inform the building guidance counselor of the student's enrollment and send information in a timely manner to ensure students are enrolled as per PA Regulations "A child should be permitted to attend school on the next school day after the day on which the child is presented for enrollment and in all cases within five (5) business days of the school district's receipt of the required documentation.
8. Contact the Food Service Director, Technology Coordinator, and Transportation Coordinator informing them of the student's enrollment. Contact the Special Education secretary, if appropriate.
9. Ascertain the student's PA Secure ID.
10. Provide Student/Parent Portal Registration Information. In collaboration with other supervisors, develop data entry and other procedures for making changes to address, phone, and all other demographic data. Advise school users of those procedures.
11. Verify accuracy and integrity of student data in the SIS. Assist in the auditing and verification of information needed by other departments including Special Education, Transportation, and Food Service.
12. Provide training for secretaries in data entry procedures as needed.
13. Verifies residency of Charter/Cyber Charter School students and coordinate any discrepancies with the State.
14. Maintain accurate recordkeeping of foster, incarcerated, institutionalized and non-resident students with the assistance of District personnel. Including preparation and processing of 4605 forms.

15. Responds at a district level to all schools and sites regarding attendance, registration procedures, withdrawal procedures, and non-resident students.
16. Responsible for working collaboratively with the Business Office, including but not limited to, all aspects of billing for student services and educational placements.
17. Maintains knowledge of current School Code and BECS pertaining to Child Accounting and Attendance.
18. Maintains membership to A/CAPA (Attendance / Child Accounting Professional Association) and periodically attend their informational conferences.

EVALUATION: Performance will be evaluated annually by the Superintendent.

QUALIFICATIONS: Associates degree in Business, Computer Science, Information Technology or a related field from a college or business school or 3-5 years experience in analyzing, transferring, cleaning, summarizing and reporting student demographic and achievement data. Experience with database structures, online applications, and database importing/exporting to build reports and data tables such as, but not limited to: web-based assessment systems, Microsoft Excel/Access, and/or other databases required. Experience with PIMS, Student Information Systems (SIS), and State and Federal compliance reporting preferred. These qualifications shall be considered minimum requirements. The board reserves the right to request that additional requirements be met. Any exceptions to these requirements as determined by the Superintendent.

Must be highly organized and able to work independently and without much supervision. Excellent oral and written communication skills. Ability to convey technical information/concepts in non-technical terms. Ability to organize schedules, set priorities, and meet critical time deadlines. Must maintain confidentiality. Establish and maintain cooperative working relationships with both district and non-district staff contacted through the course of work. Develop, read, interpret, apply, and explain rules, regulations, policies, and procedures.

This position requires sitting, standing, walking or moving throughout the building, often for extended periods of the workday. Must be able to hear (40 decibel loss maximum), verbally communicate and see with near acuity of 20 inches or less and far acuity of 20 feet or more with depth perception, accommodation and field of vision. Performs a variety of duties, able to make judgments and work under high levels of stress. Subject to inside environmental conditions.