

## **Red River Parish School Board**

### **Job Description**

**TITLE:** **District Data Manager**

**Qualifications:** Must have a Master's degree in Education. 3-5 years of successful experience in entering, querying, and exporting data, regardless of platform required. Experience in school-based informational data systems is preferred.

**Supervisors:** Director of Student Learning  
Superintendent

### **Performance Responsibilities**

1. The Data Manager is responsible for accurately entering program data into EdGear and EdLink 360 portal.
2. Coordinate with all school-based and district-based data personnel who input data in EdGear to ensure accurate and timely data.
  - a. Course Codes
  - b. Student demographics and schedules
  - c. Teacher Schedules
  - d. Master Schedules
  - e. Testing accountability and clean-up
3. Maintain the integrity and accuracy of the database by recognizing incorrect, questionable, or missing information and effectively communicating this with the schools, administrators, and supervisors.
  - a. EdLink 360 data requirements and snapshot dates
  - b. eScholar
  - c. Student Transcript System
  - d. Special Education Reporting System
  - e. Annual Financial Reports
  - f. FTP databases from LDOE
  - g. Office of Civil Rights Reporting
4. Query databases as needed for reporting and auditing purposes.
5. Present confidence and enthusiasm for learning additional spreadsheet and database skills.
6. Contribute to the development of analysis tools and required reports on an ongoing basis.
7. Work closely with Directors to develop an operating plan for all data.
8. Meets the Professional Development Requirements.
9. Performs other related duties as may be assigned by the Superintendent.

### **Professional Ethics**

1. Maintain good attendance
2. Reports to work on time.
3. Adheres to Red River Parish School Board's dress code (GAMB)
4. Promotes harmony between: principals, teachers, students, and staff.
5. Accepts and supports administrative decisions.
6. Displays professional ethics on and off duty.
7. Maintains a positive attitude of promoting school and community relations.
8. Fosters good community relations.
9. Participates in harmonious working relationship with peers, parents and community relations
10. Maintains confidentiality in matters relating to students and staff.
11. Adheres to the Red River Parish School Board's Sexual Harassment Policy (GAEAA) and Employee Conduct (GBRA).
12. Adheres to Red River Parish School Board's dress code (GAMB)

The signature below indicates that the primary or secondary evaluator has reviewed this job description with the person whose signature appears in the employment signature space.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Immediate Supervisor

\_\_\_\_\_  
Date

Terms of Employment:        **12 Months**