Sparta Area School District

Article 258 - Specifications for Data Services Manager

QUALIFICATIONS:

1. Minimum Associate Degree

2. Ability to communicate effectively - orally and in writing.

3. Ability to handle multiple projects and prioritize tasks.

4. Strong computer and organizational skills.

5. Ability to ensure and preserve confidential information pertaining to position.

6. Knowledge of and experience with MS Office software, copiers and other office equipment.

7. Ability to work independently in an effective and efficient manner.

8. Ability to learn, understand and use new technology as it becomes available.

9. Knowledge of and ability to effectively use student records software preferred

10. Knowledge of and ability to effectively use WISEdash Local and other WISEdash and DPI data resources preferred

REPORTS TO: Director of Technology

SUPERVISION/EVALUATION:

The primary supervisor is the Director of Technology. Performance of this job will be evaluated in accordance with provisions of Sparta Area School District Employee Handbook.

PERFORMANCE RESPONSIBILITIES:
This is a specific set of tasks that are representative of most frequently anticipated responsibilities. These should not be interpreted as the only responsibilities performed. Workloads may necessitate temporarily performing responsibilities typically assigned to others in the same department.

Data Manager:

- Oversee, maintain, and manage the district Skyward software

- Manage all employee user access for district software

- Tech support for Skyward issues (via Tech Tickets)

- Gather data for grants and projects (via Tech Tickets)
- Manage WISEdata, WISEdash, and other DPI databases in cooperation with Central Registrar
- Manage Destiny software, which tracks district library resources, textbooks, and 1:1 technology
- Train staff to use Skyward and generate data reports as appropriate
- Create documentation for training and system administration
- Assemble and verify complete employee file before sending to superintendent's office
- Other duties as assigned

Legal Reference:

Cross Reference:

Approved: December 19, 2017

Revised