



Board of Education of the City of St. Louis
CAREER OPPORTUNITY

<i>Position Title:</i>	Data Management Manager
<i>Payroll/Personnel Type:</i>	12 Month
<i>Reports to:</i>	Executive Director, Student Services

Position Summary:

The Data Management Manager compiles, maintains and analyzes data required for special education reports, monitors compliance with special education timelessness, supervises the provision of data and technology for special education staff and works to maintain a functional electronic and paper reporting data system for the district.

Essential Functions:

- Compiles data for core data reporting, including Child Count, Child Find, exits from special education and discipline.
- Represents special education for annual report.
- Coordinates awareness activities, Public Notice and Reporting Form.
- Represents special education in meetings concerning computerized data management systems.
- Preserves historical data and reports.
- Manages handling and disposal of paper files for students over the age of 21.
- Manages paper and electronic student files for special education.
- Compiles reports due for the Office of Civil Rights (OCR) and other reports required routinely or on an ad hoc basis.
- Trains and monitors data entry staff.
- Serves as the lead trainer for the electronic management system, such as the web-based IEPs and evaluation reports.
- Writes programs and generates reports to monitor compliance.
- Works with school staffs regarding compliance issues.
- Provides direct supervision for a Systems analyst Tech, Word Processor CRT, Data Entry Operators and the Medicaid office.
- Performs other duties as assigned.

Experience:

- Minimum three years experience in data management preferred

Education:

- Master's Degree in Business or Information Technology preferred

Knowledge, Skills, and Abilities:

- Ability to compile, interpret and analyze data
- Knowledge of state and federal reporting requirements for special education
- Ability to write simple computer programs to acquire data needed for state reports



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Physical Requirements:

- Must be physically able to operate a motor vehicle
- Must be able to exert up to 10 pounds of force occasionally, and/or a negligible amount of force constantly to lift, carry, push, and pull or otherwise move objects, including the human body
- Light Work usually requires walking or standing to a significant degree

Working Conditions and Environment:

- Work is routinely performed in a typical interior/office environment
- Very limited or no exposure to physical risk

Disclaimer:

The information contained in this job description is for compliance with the Americans with Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.

Review/Approvals:

Employee	Date	Immediate Supervisor	Date
Human Resources	Date		

In connection with hiring for this position the district shall not discriminate against any employee or applicant for employment because of race, religion, color, sex, sexual orientation, age, disability, veteran status or national origin.