Position Title:	Data Specialist: Student Placement Office
Payroll/Personnel Type:	12 Month
Job #:	55
Reports to:	Director of Student Placement/Student Transcripts Office
Shift Length:	8 Hours a Day
Union Eligibility:	Not Eligible

Position Summary:

St. Louis Public Schools is seeking a Data Specialist that reports directly to the Director of Student Placement. This position supports the offices of Student Recruitment and Student Placement in the collection, analysis, use, and implementation support of data and related technology systems to manage applicants to magnet and choice school programs offered by the District and to assist in the placement and management of students into schools databases.

Essential Functions:

- Responsible for collecting, analyzing, monitoring, and implementing data generated in the Student Placement Office.
- Under the supervision of the Director of Student Placement, develop and streamline
- process of application and placement into District schools by implementing data collection methods and improving data reporting.
- Develop and maintain a database system of students applying to magnet and choice programs.
- Generate reports from databases to help determine the numbers of applicants, available seats, waiting list, and other relevant reports for magnet, choice, and District schools.
- Ensure student data is disseminated at both the school and central office levels.
- Perform data entry on students accepted into magnet and choice schools to related SIS fields.
- Work with a school staff person to collect and provide magnet and choice schools-related data.
- Interact with data vendors to ensure systems are functioning, reports are accurate, and stored data is maintained and backed up properly.
- Work within the Department of Information Technology as needed for magnet, choice, and regular school data needs.
- Maintain data for review and auditing purposes as required by monitoring entities.
- Assist the Director of Student Placement in training and informing office staff about the use of data systems.
- Manage other projects and tasks as identified by the Director of Student Placement

· Performs other duties as assigned

Required Education and Experience:

- Bachelor's Degree preferred but not required
- Minimum 5 years' experience in database management

Knowledge, Skills, and Abilities:

- Passionate about providing accurate database information to allow for improved decision-making for student placement and customer service.
- Ability to apply logical thinking principles to collect data, establish facts, and draw valid conclusions.
- Proficient computer skills in Windows and Microsoft Office Products (Office 360, Access, Excel, Word, and PowerPoint) and the ability to master new software.

- Excellent organizational skills.

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 signification degree

Working Conditions and Environment:
- Work is routinely performed in a typical interior/office environment
- Occasional off-site work for student recruiting events, at times during non-traditional hours such as evenings and weekends.
- 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.