



Data Manager Job Description

Mission

New Orleans Charter Science and Mathematics High School is an open-admission public charter school that prepares all students for college admissions and successful careers. Sci High provides a rigorous high school curriculum with an emphasis in science and in a supportive environment of learning and respect that prepares students to make informed choices about post-secondary pursuits.

Position Overview

The Data Manager maintains the school's Student Information System in coordination with city and statewide student information systems and is responsible for all state reporting related to student data.

Role-specific Duties:

As a member of the Enrollment Team, you are expected to:

- **Security Coordinator:** Uploads, FTP, TAS, Newton Food Systems
- **Enrollment:**
 - Manage intent to return process for returning students
 - Manage Sales Force and address error reports
 - Approve completed enrollment forms and documents and oversee rollover of information into PowerSchool
 - Create and maintain cumulative folders for all students
- **Communicate with outside partners:** Communicate effectively and proactively with all outside partners, specifically EnrollNola, LDOE, families, and other area school data managers. Supply and distribute parent login credentials for PowerSchool.
- **Create and implement efficient systems:** Communicate with Technology Coordinator to set up AutoSends, facilitate roster syncs for teacher-facing applications, and optimize the SIS database with desired customizations and plug-ins. Update and correct student data by reconciling SchoolForce errors and formatting and uploading spreadsheets into PowerSchool. Pre-emptively run state reports to ensure there are no errors ahead of deadlines and upload them in to LDOE Insight portal.
- **Communicate operational needs to administration:** Disseminate deadlines for all components of state reporting to relevant administrators. Communicate with appropriate administrators when PowerSchool users, including teachers, are not consistently or accurately entering data.
- **Ensure compliance:** Ensure compliance, specifically of securing student PII and state reporting regulations. Meet deadlines for all components of state reporting.



- **Assist faculty:** Manage PowerTeacher accounts. Communicate with faculty information regarding student-specific enrollment information (entry/exit, change in grade level, guardian of record). Problem solve with tenacity and resourcefulness to ensure that faculty and staff are able to serve students optimally.
- **Maintain records:** Manage and reconcile data for state, district and school reporting.
- **Promote school mission:** Support school goals by ensuring access for parents, students, and teachers to PowerSchool and submitting compliant state reports to LDOE.

Data Analysis & Reporting

- Create reports and visualizations to display student achievement data and teacher performance data.
- Oversee and facilitate all state and federally mandated reporting.
- Assess functionality and manage system improvements of local Student Information System.
- Collaborates with school site administration to ensure timely completion of all required state reports.
- Oversee selection, implementation, maintenance, upgrades, and vendor management for all student data systems.

Professional Development

- Lead professional development sessions on data management systems including: PowerSchool, School Force, SIS, eScholar, LDR, STS, LIQ and other data systems utilized by schools.
- Lead the creation and high-quality execution of in-person training presentations and workshops on student data systems and processes to school staff and/or administration throughout the school year.

School-wide Duties:

- **Duty:** Maintain vigilant duty posts as assigned and during transitions
- **Meetings:** participate in faculty meetings: team meetings, professional development, Village Well
- **Daily Schedule:** Arrive at least 30 minutes before the school day starts and remain at least 30 minutes after classes at the end of every day
- **Enforce Policies:** Reinforce school-wide policies as outlined in the Student Handbook with all students
- Additional duties as required



Relevant Experience

Experience with the following is required:

- Student Information Systems or other relational databases
- Commitment to the following beliefs:
 1. ALL students can learn and prepare themselves for college admissions and success as productive members of society.
 2. ALL stakeholders -- staff, teachers, students, and parents -- must agree that quality education is their shared responsibility.
 3. ALL stakeholders must be committed to high quality standards and expectations -- of themselves and each other.
 4. Learning is a process of continuous improvement for ALL stakeholders.
 5. Effective collaboration and communication are essential success.
 7. A safe supportive learning environment is critical to our students' achievement.

Experience with the following is highly desired:

- Louisiana State Reporting, Microsoft Office Suite, G Suite, Associate's Degree

Reports to: Director of Enrollment & Academic Guidance