**Data Processing Manager**

**SUPERVISOR**: Coordinator of Administrative Computer Services

**PERSONNEL STAFF**: Data Processing Assistant

**QUALIFICATIONS**

* Advanced AS400 operating skills.
* Ability to work effectively with people.
* Effective oral and written communication skills.
* Advanced keyboard skills.
* Knowledge of student operation, including but not limited to: attendance, scheduling and grading.

**POSITION GOALS**

* To ensure the integrity of student information in the district’s computer system.
* To provide student information to the appropriate audience in a timely fashion.
* To ensure that the computer equipment is functional and supplies are available when needed.

**DUTIES**

**Computer Operations**:

* Set up new and maintain existing users with the appropriate security, including profiles, passwords, and assignments.
* Monitor system usage, activity of users, and the capacity and status of all database files.
* Investigate all hardware and software problems and if warranted, notify the appropriate party for service.
* Order and inventory computer supplies including paper and custom forms.
* Provide assistance and training to users in the proper use of both hardware and software.

**Student Records**:

* Assign student I.D. numbers, counselors, deans, and lockers.
* Maintain enrollment and eligibility information.
* Assist directors with master schedule concerns. Enter student course requests in February.
* Apprise counselors of scheduling conflicts, course cancellations, course limitations, etc. Create, move or cancel sections of classes when needed prior to semester start. Print and distribute course and class counts, student schedules, room usage reports and student course verification mailing.
* Print and distribute grade entry sheets. Enter information, produce and mail mid-term progress reports every three weeks. The same function is performed every six weeks for report cards.
* Transcript final grades, calculate GPA, class rank, and honor roll. Assist registrar in maintaining transcript file. Issue “Incomplete” notices to teachers. Print and distribute grade reports, credit checks, GPA and rank reports, etc.
* Print and distribute weekly attendance strips. Process daily attendance and print and distribute the report.
* Assist teachers, counselors, parents, directors, etc., with requests for student information.