

# North Kingstown School Department

## FUNCTIONAL JOB DESCRIPTION

<b>Job Title:</b>	<b>Assistant Data and Support Manager</b>
<b>Department:</b>	<b>Assistant Superintendent</b>
<b>Reports to:</b>	<b>Assistant Superintendent</b>
<b>Supervises:</b>	<b>n/a</b>

**Description of job:**

**Summary of Responsibilities:**

**Responsibility for providing administrative data and support management to the Curriculum Department and Assistant Superintendent.**

**Essential Functions:**

- 1. Manages all functions of the Student Information System (i.e. Aspen or comparable) and coordinates all functions of the SIS to state mandates. Oversees the automated technology system between SIS and RIDE.**
- 2. Assists district staff with technical support, communication, and troubleshooting for SIS (Aspen), STAR, RIDemap, PearsonAccessNext, and online curriculum resources.**
- 3. Completes all district and Rhode Island state reports as required.**
- 4. Maintains the district database for state testing (PARCC).**
- 5. Oversees the maintenance and updates of user login and password database for staff, students, and parents which includes security and access in SIS.**
- 6. Oversees Year End Processing of information systems.**
- 7. Oversees the District's Central Registration process. Enrolls all students and new families in NK Schools. Coordinates annual new student enrollment with the Child Outreach Department.**
- 8. Assists district staff with professional development and training in systems and new procedures.**
- 9. Other duties and responsibilities as required by the Asst. Superintendent of Schools.**

**Protective Personal Equipment:** n/a

<b>Classification:</b>	<b>Sedentary:</b>	<b>Light:</b>	<b>Medium: X</b>	<b>Heavy:</b>	<b>Very Heavy:</b>
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**Classification Key:**

*Sedentary – Exerting up to 10 lbs. of force occasionally; negligible amount of force frequently to lift, carry, push/pull or otherwise move objects;*  
*Light – Exerting up to 20 lbs. of force occasionally and/or 10 pounds of force frequently or negligible amounts of force constantly to move objects;*  
*Medium – Exerting 20 lbs. – 50 lbs. of force occasionally; 10 lbs. – 20 lbs. frequent; and/or greater than negligible up to 10 lbs. of force constantly to move objects;*  
*Heavy – Exerting 50 lbs. – 100 lbs. of force occasionally; in excess of 50 lbs. frequently; 10 lbs. – 20 lbs. of force constantly to move objects;*  
*Very Heavy – Exerting in excess of 100 lbs. of force occasionally; and/or in excess of 50 lbs. of force frequently; in excess of 20 lbs. of force constantly to move objects.*

<b>Driving Requirements:</b>	None:	Manual: own vehicle	Automatic: own vehicle
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### Work Environment

<b>Floor Surface:</b>	Carpet and/or tile		
<b>Inside:</b>	100%	<b>Outside:</b>	
<b>Lighting:</b>	Incandescent or Fluroscent		
<b>Vibration:</b>	n/a		

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## PHYSICAL DEMANDS

LIFTING						
Maximum weight lifted: up to 50 pounds occasionally						
WEIGHT	Never	Occasionally	Frequently	Constant	Heights	Description of object
0 – 10 lbs.		X				
10 – 20 lbs.		X				
20 – 35 lbs.		X				
35 – 50 lbs.		X				

CARRYING						
Maximum weight carried: up to 35 lbs.						
WEIGHT	Never	Occasionally	Frequently	Constant	Distances	Description of object
0 – 10 lbs.		X				
10 – 20 lbs.		X				
20 – 35 lbs.		X				
35 – 50 lbs.	X					

PUSHING/PULLING						
Maximum push/pull: 10 lbs						
WEIGHT or FORCE	Never	Occasionally	Frequently	Constant	Distances	Description of object
0 – 10 lbs.		X				
10 – 20 lbs.	X					
20 – 35 lbs.	X					
100 + lbs.	X					

ACTIVITY	Never	Occasionally	Frequently	Constant	Comments
Sitting				X	
Standing		X			
Walking		X			
Bending		X			
Twisting		X			
Crawling	X				
Kneeling		X			
Squatting		X			
Climbing		X			
Reaching – Vertical		X			
Reaching – Horizontal				X	
Grasping			X		
Pinching		X			
Manual Dexterity			X		
Fine Dexterity		X			

**FREQUENCY KEY:** Never (0%); Occasionally (0 – 33% of shift); Frequently (34-66% of shift); Constant (67 – 100% of shift)

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### Qualification Requirements:

To perform this job successfully, an individual must be able to perform each of the above noted essential duties satisfactorily. The requirements listed below are representative of the knowledge, skill, and /or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### Education and/or Experience:

High School diploma with two to three years administrative technical experience or an equivalent combination of education and/or experience. Experience with Microsoft Office, Google platform, student information systems, MAC and PC computers essential.

### Confidentiality

Maintains a high level of confidentiality.

### Technological and/or Technical Skills:

Demonstrated proficiency in major computer software including Microsoft Office, Aspen, and other Student Information Systems. Demonstrated knowledge of State reporting protocols.

### Communication Skills:

Strong oral and written communications skills. Demonstrable ability to compose and prepare correspondence on a range of administrative topics.

### Planning Skills:

Ability to effectively prioritize and execute a variety of complex duties with minimal supervision.

### Interpersonal and Problem solving skills:

Capable of working collegially with all levels of administration and staff in professional and pleasing manner. Capability of responding simultaneously to a variety of requests from various sources.

### Terms of Employment:

Per the North Kingstown Educational Support Professionals Contract

### Evaluation:

Performance of this job will be evaluated in accordance with the North Kingstown Educational Support Professionals Contract.

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**Date: 12/2015**