

Savannah Exploratory Charter Academy
Director of Student Information Systems and Data Collection
Job Description

Performance will be evaluated on the ability and effectiveness in carrying out the responsibilities by the SECA Board of Directors and School Leadership Including, but not limited to, Chief Academic Officer and Chief Operating Officer.

Position Summary: Manages and supports the planning and implementation of effective and efficient data entry, data retrieval, assessment of data collection and reporting procedures, and records management to ensure SECA utilizes data to support academic success and to meet Federal, State, and local requirements.

Essential Responsibilities:

- Perform year-end system rollover to include: student, grade, course, journal rollover
- New school year setup
- Provide technical assistance to staff on the student information system
- Troubleshoot malfunctions of student information system for the purpose of resolving operational issues and restoring services
- Point of Sale Module maintenance
- Enter all new staff/students in student information system, assign user ids and maintain user access
- Serve as liaison between the school, the student information system and third-party providers to keep school systems and processes up to date
- Oversee training efforts required to implement existing or new student information modules and processes
- Develop and create transcripts, grade reports, withdrawal forms, enrollment forms, and other ad hoc reports and letters as needed
- Submits timely information and reports to meet Federal and State reporting requirements from various oversight agencies
- Assist in establishing and maintaining an effective and efficient records management system.
- Develop, update and maintain forms for use for student registration
- Enroll new students and obtain and maintain a variety of student records such as grades, transcripts, cumulative folders and all general student data
- Ensure that enrolling students are transferred properly from previously attended District-School
- Coordinate student withdrawal procedures to include initiating forms and recording transfers
- Maintain accurate permanent student records and test scores
- Prepare a variety of complex reports including State and District-mandated reports related to assigned activities
- Participate in training sessions provided by the GaDOE
- Maintain current class lists and grade lists for enrollment verification
- Communicate by phone and facsimile with other schools or outside agencies regarding student records
- Provide training to teachers on how to record and report student grades
- Coordinate student data management system as it relates to job requirements
- Ensure accuracy of existing and newly entered data
- Generate reports and respond to inquiries regarding entered data as requested
- Oversee of teacher credentialing utilizing Georgia Professional Standards Commission system
- Assist school administration in accountability and management, such as account reconciliation.

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.