

**Job Title:** Data Manager

**Job Type:** Full Time

**Compensation:** Commensurate w/experience & qualifications

**Position Summary:** Furlow Charter School (FCS) is a free public school serving Sumter County, GA, with ~600 students in grades k-12. Our curriculum emphasizes project-based and service learning, as well as fine arts and foreign languages. Our mission is to foster success in our diverse community of students through innovative approaches encouraging critical thinking and multi-disciplinary learning in an active, inclusive, and engaging environment. FCS is committed to fostering cultural awareness, inclusivity, social responsibility, and academic awareness. Successful candidates will demonstrate commitment to diversity and inclusivity.

Beginning in the 2020-21 academic year, FCS will transition from a locally-authorized charter to state-approved, authorized by the State Charter Schools Commission of Georgia. This transition represents an extraordinary opportunity for growth and a significant increase in responsibility and administrative complexity. We thus seek an experienced Data Manager to provide direction and leadership for the overall administration and coordination of Local, State, and Federal reporting procedures for student enrollment, attendance, and full-time equivalency and student-records reporting. The ideal data manager will also support student achievement through effective management and reporting of student performance data.

**ESSENTIAL DUTIES INCLUDE, BUT ARE NOT LIMITED TO:**

- Coordinates the development, implementation, and evaluation of data collection procedures for Local, State, and Federal reporting requirements, including student enrollment and attendance, full-time equivalent student accounting, and student records
- Works effectively with State Department of Education personnel, central office administrators, and school-based personnel (including Federal Programs Director and Special Education Coordinator) to ensure accurate and timely completion of all reporting requirements
- Assures verification of twenty-day attendance data; prepares and maintains computer records of daily student attendance from submitted forms; accurately reconciles attendance forms with 'tardy' and 'early leave' lists
- Maintains records of student suspensions, student withdrawal, and reasons for student withdrawal; prepares regular reports of these records
- Verifies and maximizes funding through verification of FTE reporting
- Maintains, generates, and distributes student demographic, scheduling, and grading information
- Maintains computer records of students' scores on state mandated tests and standardized tests
- Prepares high-level reports for site leaders and FCS staff on student performance data—including norm and criterion referenced exams, as well as attendance, behavior, and demographic data—that can be used to support decision-making and strategic planning
- Leads on collection of all student documentation, enrollment and re-enrollment packets, and all other required documentation for enrollment purposes; coordinates communication of the process and requirements to families
- Produces HOPE Scholarship Reports and other state-required reports
- Prepares state- and federal-required enrollment information for services as mandated by law

- Develops and provides appropriate procedures and in-service activities for central office staff, principals, data clerks/registrar, and selected teacher groups regarding reporting procedures for enrollment and attendance, FTE, student records reporting and special education reporting—to ensure consistency and accuracy of data
- Serves as Infinite Campus Administrator (student information system)
- Researches information requests from staff, faculty, and governing board
- Maintains complex departmental records and files
- Ensures confidentiality and security of all student and staff information maintained in student information system
- Issues user IDs and passwords for staff, parents, and students
- Provides training and/or support for other school clerical staff where necessary
- Prepares and maintains database of student enrollment, discipline, immunization, withdrawal, etc.
- Performs data reviews to include student achievement data for various at risk subgroups

#### **REQUIRED QUALIFICATIONS AND EXPERIENCE**

- High School diploma or GED required
- Minimum 2 years clerical or office support experience, or an equivalent combination of experience and training
- Proficient in computer data manipulation
- Proficient in Microsoft Office and Infinite Campus
- Ability to compose and compile correspondence from a variety of sources
- Must be able to work effectively with administration, staff, parents, and scholars
- Excellent organizational, communication, and customer service skills

#### **PREFERRED BUT NOT REQUIRED**

- Experience in data processing for Georgia public schools

**HOW TO APPLY:** Please email the following to [mkostov@sumterschools.org](mailto:mkostov@sumterschools.org)

- Cover letter explaining interest in the position
- Resume outlining education, prior work experience, and 3 professional references

Furlow Charter School is an Equal Opportunity Employer. Furlow Charter School does not discriminate on the basis of race, color, sex, national origin, disability, or age in its employment practices.