



<b>Title:</b>	Data Manager – System Wide
<b>Reports to:</b>	Director of Exceptional Children
<b>Terms of Employment:</b>	12 Months
<b>Salary:</b>	TBD

### **Qualifications:**

- Must have had training and some work experiences in the area of data management
- Must be knowledgeable of Procedures of Programs and Services for Children with Disabilities

### **Job Goals:**

To assist with the record keeping, data collection, and reporting activities required by federal, state and local education agencies

### **Duties and Responsibilities:**

- Assist in checking individual student records for compliance with the state and federal regulations
- Assist in gathering required records for transfer students
- Assist in school staff in efficient record keeping and understanding compliance issues
- Assist in compiling folders for compliance
- Assist in securing necessary information from all sources
- Maintain EC and AIG student data on EasyIEP, CECAS and PowerSchool
- Provide schools and EC Teachers with rosters of EC and AIG students and lists of due dates for reevaluations, IEP's and DEP's
- Assist in checking headcount information on roster against actual folders and in checking folders against roster
- Assist in Special Olympics Coordinator
- Assist with compiling data for LEA Self-Assessment. Provide updates on data monthly or as requested by EC Administrator
- Other duties as assigned