



CUMBERLAND COUNTY SCHOOLS

JOB VACANCY ANNOUNCEMENT

DATE: September 7, 2017

POSITION TITLE	EMPLOYMENT STATUS	MONTHLY SALARY
CLERK III – DATA MANAGER	FULL-TIME 12 MONTHS	\$2,044.00 - \$2,632.34

LOCATION	FLSA STATUS	CLOSING DATE	JOB NUMBER
CUMBERLAND MILLS ELEMENTARY	NON-EXEMPT	SEPTEMBER 14, 2017	31

<p>QUALIFICATIONS High School graduate and one year of training beyond high school or two years of clerical experience. Minimum typing skills of 35 wpm. Knowledge of Microsoft Office applications (word processing, spreadsheet, and database). Must be able to communicate effectively.</p>
<p>CONDITIONS OF EMPLOYMENT Must possess a valid North Carolina driver's license. Background check with local and state law enforcement agencies required. Applicant must be able to obtain a Commercial Driver's License (CDL) when requested for purposes of driving a school bus.</p>
<p>HOW TO APPLY</p> <ol style="list-style-type: none"> 1. Submit a NC State online application for classified personnel and apply it to this announced vacancy at, People Admin. 2. Submit a letter of interest, a resume, and a background form to the Human Resources office by 5:00 pm on the closing date of the announced vacancy. Please specify job number on letter of interest and Background Form. 3. Documents can be mailed to: Human Resources, Cumberland County Schools, PO BOX 2357, Fayetteville, NC 28302, dropped off at Human Resources, Cumberland County Schools, 2465 Gillespie Street, Fayetteville, NC 28306 or faxed to: (910) 678-2344. Emails will not be accepted. 4. Applicants not following the above procedures will not be considered for employment.
<p>POSITION DESCRIPTION AND DUTIES Enrolls/schedules new students; Withdraws students; Requests records from student's previous school; Sends out or copies records to student's next school; Creates/maintains cumulative records for new students; Records check in/out of all cumulative records by staff members; Maintains accurate testing information; Prepares/prints Progress Reports and Report Cards; Stores grades for transfer students; Notifies staff with upcoming deadlines for grades and report cards; Prints discipline letters; Enters discipline information; Enters/maintains student immunizations; Maintains PowerSchool security for staff; Updates/maintains Appsecurity for Data Trak; Reviews/corrects data in Date Cleansing files and Discipline Data files; Reviews/corrects and approves monthly PMR (Principal's Monthly Reports 1-9); Reviews/approves Dropout report after School Social Worker verifies; Reviews/corrects and approves SAR (School Accountability Report); Reviews/corrects and approves RP (Retention/Promotion); Reviews/approves other state reports upon notification of LEA; Reviews/corrects attendance; Assists School Social Worker with attendance issues; Submits PowerSchool work orders as needed; Attends monthly Data Manager meetings; Attends all PowerSchool Training sessions; Responsible for accuracy of all areas in PowerSchool; Completes and saves all End of Year records; Serves as team player and role model for other employees in the organization; demonstrates a commitment to continuous quality improvement; supports and exhibits organizational core values of caring, respect, integrity, responsibility, high expectations, being customer driven, and valuing diversity. Performs other duties and accepts responsibilities as assigned. Data Manager duties can vary per school and can be changed based on site based decisions.</p>
<p>PHYSICAL REQUIREMENTS Must be able to communicate orally and in writing with parents, staff, and community leaders. Must have finger dexterity and be able to physically perform the basic life operational functions of kneeling, sitting, walking, stooping, reaching, lifting, pushing, pulling, talking, seeing, hearing, and repetitive motion.</p>

THE CUMBERLAND COUNTY SCHOOL SYSTEM HIRES ONLY UNITED STATES CITIZENS AND LAWFULLY AUTHORIZED ALIENS WHO ARE IN COMPLIANCE WITH THE IMMIGRATION REFORM AND CONTROL ACT OF NOVEMBER 6, 1986.
AN EQUAL OPPORTUNITY EMPLOYER