



**PINELLAS COUNTY SCHOOL DISTRICT, FLORIDA**

PCSB: 6440  
Pay Grade: D10

FLSA: Non-Exempt

<b>SENIOR DATA MANAGEMENT TECHNICIAN</b>
<b>REPORTS TO:</b> School Administrator
<b>SUPERVISES:</b> Not Applicable
<b>QUALIFICATIONS:</b> Graduation from a standard high school or possession of a GED, plus three (3) years progressively responsible clerical office experience to include two (2) years in an automated work environment performing duties involving computer usage for data input and retrieval and generation of reports. Successful completion of PCSB computer-based training courses and PCSB Typing Test (25 wpm) shall be required. Completion of PCSB DMT training course required within six months of start date in the position.  <b>PREFERRED:</b> School-based clerical experience.
<b>MAJOR FUNCTION</b> Performs advanced, complex clerical and data processing-related duties assisting a high school Assistant Principal with activities pertaining to school master schedule preparation and individual scheduling of students, graduation eligibility determinations, transcripts, compensatory education placement, and progress reports. Work involves, but is not limited to, student/teacher data preparation, input/retrieval, production of hard copy and information storage requiring the use of computer hardware, software and peripheral equipment. In addition to other office clerical duties that may be assigned, is the designated facility contact person on data processing information emanating from the school site. Work is performed under general direction with considerable independence and is reviewed through conferences and results obtained.
<b>ESSENTIAL RESPONSIBILITIES</b> <ul style="list-style-type: none"><li>• Provides advanced-level clerical and data processing assistance in the preparation and maintenance of student and master schedules</li><li>• Participates in activities related to student scheduling, orientation and registration</li><li>• Keeps abreast of school board policy and state requirements for high school graduation and assists with student credit evaluation to determine graduation eligibility</li><li>• Assists in establishing data collection procedures for state- and district-mandated student and instructor information</li><li>• Assists administrator in the coordination of the school's data processing activities</li><li>• Utilizes district student information system software and/or varied specialized clerical procedures to consolidate data, sort information, produce lists and generate reports such as student profiles, class load reports, student schedules, IEP's, free lunch reports, bus rosters, and daily attendance reports and various FTE reports</li><li>• Proofreads materials and corrects errors</li><li>• Prepares, or provides lead direction to other clerical staff in the preparation of, specialized reports such as FTE Survey Documentation, Economic Survey, which may require statistical compilation and mathematical calculations</li><li>• May perform a wide variety of other clerical duties such as greeting visitors, maintaining records and files, answering the telephone, typing, registering / withdrawing students, distributing mail</li><li>• Provides lead direction to and trains other clerical personnel in data processing-related responsibilities</li><li>• Performs other related duties as required</li></ul>

## SENIOR DATA MANAGEMENT TECHICIAN

### TERMS OF EMPLOYMENT

*Salary and benefits shall be paid consistent with the district's approved compensation plan. Length of the work year and hours of employment shall be established by the district.*

*Performance of the job will be evaluated in accordance with provisions of the School Board's policy on evaluation of personnel.*

*The above statements are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities and duties required of those in this classification.*

### HISTORY OF JOB CLASSIFICATION

ISSUED: 3/92 PBL; BOARD APPROVED: 4/8/92; MQ'S REVISED: 10/92 PBL; BOARD APPROVED: 11/18/92; MQ'S REVISED: 2/93 PBL; BOARD APPROVED: 2/24/93; REVISED WC: 6/04 LM; TITLE CHANGE: 1/08 AK; BOARD APPROVED: 2/12/08; REVISED FORMAT, RT, SUPERVISES, MQ, ER: 04/29/16 CH; BOARD APPROVED: 5/17/16

## SENIOR DATA MANAGEMENT TECHNICIAN

<b><u>WORKING CONDITIONS &amp; PHYSICAL EFFORT:</u></b>	Seldom Or Never	Monthly	Weekly	Daily	Hourly
1. Lift objects weighing up to 20 pounds			X		
2. Lift objects weighing 21 to 50 pounds	X				
3. Lift objects weighing 51 to 100 pounds	X				
4. Lift objects weighing more than 100 pounds	X				
5. Carry objects weighing up to 20 pounds			X		
6. Carry objects weighing 21 to 50 pounds	X				
7. Carry objects weighing 51 to 100 pounds	X				
8. Carry objects weighing 100 pounds or more	X				
9. Standing up to one hour at a time		X			
10. Standing up to two hours at a time	X				
11. Standing for more than two hours at a time	X				
12. Stooping and bending			X		
13. Ability to reach and grasp objects					X
14. Manual dexterity or fine motor skills					X
15. Color vision, the ability to identify and distinguish colors				X	
16. Ability to communicate orally					X
17. Ability to hear					X
18. Pushing or pulling carts or other such objects	X				
19. Proofreading and checking documents for accuracy					X
20. Using a computer to enter and transform words or data					X
21. Using various technology tools					X
22. Working in a normal office environment with few physical discomforts					X
23. Working in an area that is somewhat uncomfortable due to drafts, noise, temperature variation, or other conditions	X				
24. Working in an area that is very uncomfortable due to extreme temperature, noise levels, or other conditions	X				
25. Working with equipment or performing procedures where carelessness would probably result in minor cuts, bruises or muscle pulls	X				
26. Operating automobile, vehicle, or van	X				
27. Other physical, mental, or visual ability required by the job	X				

Senior Data Management Technician - PESPA