

**PUEBLO CITY SCHOOLS D60  
CLASSIFIED JOB DESCRIPTION**

**Job Title:** State and Federal Report Manager  
**Prepared Date:** 7/2/2018  
**Revised Date:**  
**Work Year:** 220 Days  
**Department:** Student Enrollment and Data  
**Reports To:** Supervisor of Student Enrollment and Data  
**Salary Range:** Middle Manager Salary Schedule  
**Benefits:** Fringe Benefits based on Schedule C/ Exempt Employee  
**Status:** FLSA Status: Exempt

**SUMMARY:**

The job of the State and Federal Report Manager is responsible for coordinating and monitoring the development and submission of quality district student data. Responsible for ensuring the district is complying with all laws and regulations as they relate to student enrollment and exit information reporting and act as a liaison between the schools and other departments to ensure the integrity of the student information system for this data.

**QUALIFICATIONS:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**REQUIRED:**

- Bachelor's Degree in Computer Science, Mathematics, Accounting, or related field
- Minimum of three (3) years successful work experience related to records management and analysis
- Employee must complete a fingerprint-based criminal background check and must be cleared by the Office of Human Resources
- Must be able to communicate effectively in English, both orally and in writing, using proper grammar and vocabulary

**PREFERRED:**

- Previous experience with spreadsheet and database software
- Experience in interpreting federal rules, regulations, Colorado statutes
- Experience developing queries/reports

**SKILLS AND KNOWLEDGE:**

- Knowledge of data processing application software as applied to the creation and management of student databases
- Ability to perform statistical and other quantitative analyses of data using spreadsheet (Excel) or other statistical software
- Ability to perform sound analysis of data and database processes and take or recommend appropriate actions regarding such matters
- Ability to follow complex oral and written instructions
- Ability to be detail oriented with excellent proofing skills
- Ability to plan, prioritize, organize and execute work effectively, using independent judgment to provide overall direction for reaching organizational goals
- Ability to make independent decisions in accordance with established policies and procedures
- Ability to establish and maintain effective working relationships with staff, students, parents, and other community members
- Ability to work tactfully and courteously with students, staff and the general public
- Ability to be patient with a strong customer orientation toward students, staff, parents, and other community members
- Possess an excellent work attitude and the ability and willingness to take ownership and responsibility for project completion

#### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

The following statements of duties and responsibilities are intended to describe the general nature and level of work being performed by individuals assigned to this position. These statements are not intended to be an exhaustive list of all duties and responsibilities required of all personnel within this position. This organization believes that every individual makes a significant contribution to our success. That contribution should not be limited to assigned responsibilities. Therefore, this position description is designed to define primary duties, qualifications and job scope but should not limit the incumbent nor the organization to the work identified. It is our expectation that every employee will offer his/her services wherever and whenever necessary to ensure the success of the District's/department's goals. Actual duties, responsibilities, frequency, and percentages may vary depending upon building assignments and other factors.

- Produce data for student data reporting for Federal and State organizations which includes, but not limited to, CRDC, Student End of Year, Exceptional Student Services reports, Report Card March, and Student Discipline and Attendance.
- Analyze and make recommendations regarding improvements on internal processes for tracking and counting student membership and other student data.
- Create appropriate Infinite Campus ad-hoc reports for data validation and internal use.
- Work with IT staff to review usage and definitions and modify as needed to meet CDE reporting requirements.
- Participate in district committees as requested.
- Attend CDE trainings for state reporting.
- Ensure data integrity in the student information system

**NON-ESSENTIAL DUTIES:**

- Perform any and all other duties as assigned by the Supervisor of Student Enrollment and Data

The physical demands, work environment factors, and mental functions described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**PHYSICAL DEMANDS:**

While performing the duties of this job, the employee is required to stand; walk; sit; use hands and fingers to handle or feel. The work requires the use of telephone and using fingers to operate computer keyboards. The employee is continually hearing and speaking to exchange information. The employee is required to reach with hands and arms; climb or balance; and stoop, kneel, crouch, or crawl.

In an 8-hour workday, this job requires:

R – Rarely (Less than .5 hr per day)

O – Occasionally (.5 – 2.5 hrs per day)

F – Frequently (2.5 – 5.5 hrs per day)

C – Continually (5.5-8 hrsper day)

NA – Not Applicable

<b>Physical Requirements</b>	<b>NA</b>	<b>R</b>	<b>O</b>	<b>F</b>	<b>C</b>
Sitting					<b>X</b>
Stationary Standing			<b>X</b>		
Walking (level surface)			<b>X</b>		
Walking (uneven surface)			<b>X</b>		
Crawling	<b>X</b>				
Crouching (bend at knees)			<b>X</b>		
Stooping (bend at waist)			<b>X</b>		
Twisting (knees/waist/neck)			<b>X</b>		
Turn/Pivot			<b>X</b>		
Climbing (stairs)		<b>X</b>			
Climbing (ladder)		<b>X</b>			
Reaching overhead			<b>X</b>		
Reaching extension				<b>X</b>	
Repetitive use arms				<b>X</b>	
Repetitive use wrists				<b>X</b>	
Repetitive use hands grasping				<b>X</b>	
Repetitive use hands squeezing			<b>X</b>		
Fine manipulation					<b>X</b>
Using foot control	<b>X</b>				
*Pushing/Pulling Maximum weight: <b>40 lbs.</b>			<b>X</b>		
Lifting Maximum weight: <b>40 lbs.</b>			<b>X</b>		
Carrying Maximum weight: <b>40 lbs.</b>			<b>X</b>		

**WORK ENVIRONMENT:**

Employee will work primarily in a school/office environment with both natural and fluorescent lighting with quiet or moderate noise levels.