

**Killeen Independent School District  
Job Description**

**Job Title:** Data Manager for Guidance and Counseling  
**Reports To:** Chief Learning Officer for Secondary Schools  
**FLSA Status:** Exempt

**SUMMARY**

Supports campuses in all aspects of registration, including, but not limited to, transfer courses, transcript interpretation and translation, and PEIMS. Supports district personnel in all areas of registration, course book development, and PEIMS.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following:

Serves as primary resource for registration and withdrawal procedures for new registration personnel at all campuses.

Deactivates students from preregistration campuses prior to the first day of school for elementary and middle schools.

Deactivates schedules from elementary and middle schools when double schedules exist.

Assists campuses in data input for those who do not have access privileges.

Assists campuses in eSchool Plus procedures dealing with registration (entry/withdrawal vectors, promotion status, etc.)

Assists campuses with registration edits such as active students with no show vectors, students with double schedules, inactive students with schedules, and active students without schedules.

Coordinates between campuses, warehouse, and print shop for storage and distribution of new or revised forms needed for registration and records maintenance.

Coordinates between registrars, Student Information Systems, and appropriate district offices regarding policy and procedures for registration, grades, transcripts, course codes, curriculum considerations, and GPA/ranking.

Assists registrars in evaluating/sending schools' academic achievement records.

Assists in records maintenance during the school year.

Serves as the primary point of contact for monthly registrar's meetings.

Supports ongoing updates of course catalogs for middle and high school.

Supports course changes in eSchool Plus relative to PEIMS updates and change documents.

Supports Director for Guidance Services as required.

Supports publishing, editing, updating and posting on KISD web site the yearly publications; Student Guide to the Future, Course Description Guide and Middle School Course Book.

Supports updating and distributing of guidance forms including, but not limited to, Explanation of KISD grades, Junior and Senior Application for Concurrent Enrollment and Junior and Senior Application for Early Graduation.

Supports development of additional forms used by registrars and distributes as required.

Supports Director of Secondary Curriculum with building courses and graduation requirements.

Performs other duties as assigned.

### **SUPERVISORY RESPONSIBILITIES**

This job has no supervisory responsibilities.

### **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.

### **EDUCATION and/or EXPERIENCE**

Bachelor's degree; knowledge of and experience with PEIMS; knowledge of course requirements; knowledge of AAR requirements; experience in working with PEIMS data management through eSchool Plus preferred.

### **LANGUAGE SKILLS**

Ability to read, analyze, and interpret general technical periodicals, professional journals, technical procedures, or governmental laws and regulations. Ability to write reports, business and educational correspondence, and procedure manuals. Ability to effectively present information and respond to questions from administrators, faculty, and students.

### **MATHEMATICAL SKILLS**

Ability to work with mathematical concepts such as probability and statistical inference. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

### **REASONING ABILITY**

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

### **OTHER SKILLS and ABILITIES**

Ability to utilize and install a variety of computer hardware and software. Also, must be familiar with networking.

### **PHYSICAL DEMANDS**

While performing the duties of this job, the employee is frequently required to stand, kneel, squat, bend, stoop, push, pull, and twist. The employee must occasionally lift or carry (less than 15 pounds). Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus. Requires considerable close up work with computer video displays.

### **WORK ENVIRONMENT**

While performing the duties of this job, the work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Occasional district-wide travel to multiple campuses as assigned. The noise level in the work environment is usually quiet/moderate.

**Revised Date:** June 23, 2020

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties, and skills that may be required.