



DOE HUMAN RESOURCES OFFICE

CHUUK STATE SCHOOLS SYSTEM

EMPLOYMENT OPPORTUNITY

The Department of Education wishes to recruit an appropriately qualified and motivated FSM citizen who works well under pressure and is willing to take personal leadership for his/her professional development. US citizens or third nationals shall be employed only when qualified FSM citizens are not available. All interested applicants are requested to contact the DOE HR Office or the Department of Education @ (691) 330-5430/6730 for more information.

EA. No. **CSSS-024-2014**

Opening Date: 23 June 2014

Closing Date: 23 July 2014

Position/Title: Data Management and Reporting Specialist
Grade/Step: PL 16 - 21
Salary: \$5,526.56 to \$7,063.68 p/a

Location: Division of Planning and Development
Department of Education
Weno, Chuuk State

Position Supervised by: Information Systems Coordinator

SUMMARY:	The Data Management and Reporting Specialist is responsible for the operation and maintenance of the Department's database(s) in order to meet local, state, national, and United States federal reporting and compliance requirements. The Coordinator is responsible for supporting Department reform and improvement efforts through the effective use of data. The position is to assist in the development of computer applications to help address data needs for the effective and efficient operation of the Department with a priority on school leadership and effective teaching. Functions as an effective member of the Division.
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ESSENTIAL DUTIES AND RESPONSIBILITIES:	<ul style="list-style-type: none"> • Perform full range of activities in maintaining and improving designated databases to include organizing the collecting and updating of data; providing or supervising data entry, developing report specifications and formats, and printing reports; developing systems for data backup; and modifying the system as needed. • Provide training and support to school site and appropriate district staff in the use of designated databases. • Provide technical training and support for staff in the use of Department specific database systems including the student information system. • Provide direction to clerical personnel responsible for data entry and maintenance of records. • Develop and update a procedural manual and user instructions, specific to the use of a database. • Prepare, implement, and maintain documentation of database manager procedures. • Serve as liaison regarding designated databases in the Educational Information Technology Department meetings and in-services. • Provide technical assistance to system users. • Perform other related duties, as assigned.
REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:	<ul style="list-style-type: none"> • One or more database software packages, preferably SQL-Based reporting and query language. • Principles of database management and documentation. • Specification and formatting of reports utilizing database software. • Word processing and spreadsheet applications. • Record-keeping techniques. • Correct English usage, grammar, spelling, punctuation, and vocabulary. • Principles of computer logic and mathematics. • Principles of storage and handling techniques. • Analyze data systems, identify problems, and develop effective solutions. • Communicate with administrators, staff, community, and State and Federal education officials. • Read, interpret, and apply technical manuals and other documents. • Develop database reports. • Implement a system to backup data to ensure integrity of the student database. • Identify and document work systems and procedures. • Provide training for staff in the use of database, spreadsheet, and word processing systems. • Read, interpret, and follow rules, regulations, policies, and procedures.

	<ul style="list-style-type: none"> • Be flexible to perform work within changing priorities, and possess sufficient interpersonal skill to work harmoniously with staff, students, administrators, parents, and others. • Meet schedules and time lines. • Plan and organize work. • Communicate effectively, both orally and in writing. • Present technical concepts clearly and concisely, both orally and in writing.
EDUCATION AND EXPERIENCE:	<ul style="list-style-type: none"> • Minimum of an Associate degree in systems, data management, or related field is required. • Bachelor's degree or higher is preferred. • Minimum of two years of data management or closely related experience is required. • Three or more years of successful experience preferred, particularly in school system is preferred.
POSITION REQUIREMENTS:	<ul style="list-style-type: none"> • Maintain professional appearance and conduct. • Consistently exercise professional judgment, including work habits, regular and timely attendance. • Able to work in a school and field environment. • Physical demands: <ul style="list-style-type: none"> ○ Dexterity of hands and fingers to operate a computer keyboard. ○ Seeing to read a variety of reports and documents. ○ Sitting for extended periods of time. ○ Hearing and speaking to exchange information. ○ Hearing and speaking to exchange information.
MATERIAL AND EQUIPMENT USED:	<ul style="list-style-type: none"> • Personal computer. • General office equipment such as telephones, fax, and copy machines. • Word processing software including Word, PowerPoint, Excel, and additional special software required for position.

TO APPLY:

Applicants must obtain application and submit or e-mail application and/or resume to:

Human Resources Office
Department of Education
Weno, Chuuk FM 96942
(691) 330-5430/6730
augustinetakashy@gmail.com