



## Data Management / Purchasing Coordinator (30 hours/week)

This position serves the needs of student learning by managing the data in the school system, space and instructional resources. This person will collaborate with a diverse group of teachers and staff and the school's leadership team.

**Reports to:** Business Director

### Data Management

- Enter and align overall schedules for teachers and students in the school's database system for the new school year (Rollover).
- Manage and align all student information in the school's database including course changes throughout the school year.
- Oversight and booking of classrooms across the school.
- Assist with IB Data Management for Diploma and MYP.
- Support My School Portal tasks (P/T-Conference, After School Activities,...).

### Purchasing

- Gather instructional resource needs from Section Heads and Coordinators (Kindergarten-12, Library) and conduct purchasing tasks within budget parameters and with approved vendors (Faculty, Sick bay, Library).
- Distribute, organize, oversight and restock instructional resources (resource rooms).
- Carry out payments with credit card or paypal and prepare invoices for Accounting
- Purchase and manage school subscriptions for faculty.
- Organize and carry out annual orders for the following school year.

*Understanding of databases is a very important skill for the position.*