

PLEASE POST

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PUBLIC SCHOOLS OF ROBESON COUNTY
P. O. DRAWER 2909
LUMBERTON, NC 28359

VACANCY ANNOUNCEMENT

DATE: April 12, 2024







POSITION: PowerSchool Data Manager (12 months yearly) **Starting 2024-2025 School Year**

SALARY: (GRADE 56 - \$2,704.00 Monthly Starting Salary)

DEADLINE DATE FOR RECEIVING APPLICATIONS: April 25, 2024

WORK LOCATION: Tanglewood Elementary School

GENERAL DUTIES: To ensure the smooth and efficient operation of the office so that the school's maximum positive impact on the education of children can be realized.

- QUALIFICATIONS:**
-  High School Diploma.
 -  Post-secondary study in Business/Office Management.
 -  Working knowledge of basic office procedures and the operation of common office equipment and machines which includes computers and data entry.
 -  Clerical experience preferred.
 -  Ability to work with people; strong interpersonal skills.
 -  Willingness to work as part of a team.

INSTRUCTIONS TO APPLICANTS

1. The stated deadline will be strictly adhered to. All applications must be on-line with the Public Schools of Robeson County by **5:00 p.m.** on the stated deadline date in order to be considered for the position.
2. **New Applicants:** Must submit an **on-line application** at: <https://robeson.tedk12.com/hire/index.aspx>
Active Applicants: Must **apply** for **this** job opening at: <https://robeson.tedk12.com/hire/index.aspx>
Current Employees: Must submit a **letter of interest and resume** for **this** specific job opening.

*Public Schools of Robeson County
Attn: Human Resources Department
P. O. Drawer 2909
Lumberton, NC 28359
Telephone Number: (910) 671-6000*

3. **Selection Process:** - All applications received for this position will be reviewed by the Principal and the Human Resources Department. Selected applicants will be contacted for an interview. **All applications** will be retained on an active status for a period of **one (1) year**.

The Board of Education for the Public Schools of Robeson County is an equal opportunity employer.