

**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)

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

**DEADLINE DATE FOR RECEIVING APPLICATIONS:** April 25, 2024

**WORK LOCATION:** Rosenwald 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.**