

## Data Officer Jobs in Dubai | GEMS World Academy Careers

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Company: GEMS World Academy

Location: dubai

Category: other-general

Data Officer Jobs in Dubai | GEMS World Academy CareersDescription:

The Data Officer is to support the Data Manager in ensuring all school & student information systems (MIS), applications and testing platforms hold accurate and up-to-date records on students, staff & parents.

Job Responsibilities:To share responsibility for all the policies and decision-making involving the data management team, making recommendations on updates as required.Create, implement, and maintain data structures in a range of student information systems relating to attendance, admissions and reporting information within iSAMS, ManageBac, Seesaw, MAPS (NWEA), CAT4 (GL) and new tools as they become available.Ensure up-to-date student/parent information systems are maintained to support the goals of the schools and its cohort by effectively identifying gaps in the dataset, making swift recommendations for corrections.Support Divisional Secretaries in relation to student absences and make referrals directed by Data Manager and members of the Senior Leadership Team.#J-18808-Ljbffr

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