STUDENT DATA SYSTEMS COORDINATOR

Classification: Professional-Technical Level 6   Location: District Office

Reports to: Director of Learning and Information Technology Services

Employee Group: Professional-Technical   FLSA Status: Exempt (Professional)

The job description does not constitute an employment agreement between the district and employee and is subject to change by the district as the needs of the district and requirements of the job change.

Part I: Position Summary

Position has primary responsibility for serving as support for student data systems providing leadership and administration of enterprise data systems, integrations, and processes which include: developing database solutions, informing data governance policies, providing expertise in integration and use of various intranet and internet applications and executing related procedures, designing interfaces with third party applications, defining data protocols and best practices.

Part II: Supervision and Controls over the Work

Expected to be an expert in his/her assigned responsibilities and to work with minimal direction and supervision other than priorities and major changes. Is responsible for results in terms of effectiveness of planning, policies, and programs, and for contribution to and achievement of district goals and objectives. Exercises discretion and independent decision making in their work and is responsible for communication regarding compliance, state reporting requirements, systems status and significant problems and issues. Work is guided by operational priorities, system security best practices, board policy, coordination with other stakeholder departments, and district administrator direction. Work is evaluated based on overall performance, reliability, effectiveness for customers, and program and technical efficiency.

Part III: Major Duties and Responsibilities

1. Provides technical and analytical expertise to technical and non-technical users (including central office administrators and program staff) for the purpose of assessing data, data processing, recommending solutions incorporating the use of system software, developing custom reports and conducting special projects as requested. Establishes and maintains relationships with internal staff, third-party vendors, and outside consultants to ensure ongoing support and shared problem solving for operational and implementation processes.

2. Manages and develops enterprise business intelligence platforms including product updates, metadata modeling, schema management, complex reporting and analytics development for regulatory reporting compliance, district operations, and strategic planning.

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3. Manages and develops integrations, processes, applications, and tools for internal use. Provides technical documentation and written materials to support business continuity and end-users. Plans for and provides training and support for managed systems and processes.

4. Establishes and/or assures system security for the protection of district and student information under district policy, FERPA, ADA, copyright, and other laws and statutes

5. Takes on specific projects to meet the data, business applications, and communication needs of the district. Provides leadership to the development, management, and support of district internet/intranet applications. Assesses off-the-shelf applications to meet, with or without modification, district needs.

6. Serves with administrative colleagues as key team members in planning and problem-solving meetings and discussion offering input on system support in planning and problem solving. Works collaboratively with technology staff to insure a smooth overall workflow process to insure excellent customer service.

7. Coordinates the work of others in service of organizational priorities, continuity of service, security of data, and clear and concise documentation.

8. Develops customized solutions for district emergent needs, compliance requirements and adapts processes under the direction of executive leadership and according to state regulations.

9. Writes well-designed, testable, efficient code by using best software development practices. Supports design of website layout/user interface using industry standard practices. Integrates data from various back-end services and databases.

10. Creates application documentation to manage the application and its integration into the district system and to provide documentation to train and support users.

11. Develops, maintains, and communicates technical standards, best practices, policies and procedures for system management and administration. Manages cross platform data system integrations on premises and within the cloud for transferring data between systems. Maintains substantive knowledge of system design to include data elements and relationships; data dictionary, data input, importing, and reporting; data validation and quality control procedures; and interrelationship with other district systems.

12. Provides technical recommendations for infrastructure system upgrades or changes to the Learning and Information Technology Services leadership that will enhance and application usage. Conducts advanced troubleshooting of web-based applications or performance issues, working with technology and network services staff as appropriate.

13. Works with various departments, building administrators, teachers and staff to analyze needs and obtain requisite information in order to identify program specifications and requirements, design and test prototypes, implement applications, and/or create application documentation.

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14. Manipulates data and generates reports as required for operational and planning purposes. Manages ongoing system reporting requirements consistent with state and local reports. Maintains liaison with system providers and users.

15. Performs other duties as assigned.

Part IV: Minimum Qualifications

1. Must have experience working or interacting successfully with culturally diverse families and communities or have otherwise demonstrated a commitment to strengthening engagement of a diverse community and skill in communicating with a diverse population.

2. Bachelor's degree and experience in technology, computer programming, website development, or related fields OR an associate's degree and five years of experience in technology-related field that demonstrated strong analytical skills and in-depth knowledge of information technology services.

3. Ability to work and learn both independently and cooperatively, exercise judgment and creativity, organize work, set priorities, and meet deadlines.

4. Strong oral, written, and interpersonal communication skills, to include skill in developing and presenting training materials and information.

5. Knowledge and skill in the effective use and application of technology and data base systems as well as office and administrative systems and tools

6. Specific experience developing database driven web applications.

7. Knowledge and understanding of application server platforms.

8. Knowledge and understanding of database tools and concepts, and data warehouse data modeling methodologies.

9. Specific experience managing data extracts and imports between database platforms.

10. Experience developing or integrating business intelligence tools.

11. Strong mathematical, analytical, and project management skills.

Part V: Desired Qualifications

1. Bachelor's degree in technology or technology related fields.

2. Experience in a public school setting.

3. Experience with district specific technology systems.

Part VI: Physical and Environmental Requirements of the Position

The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit, talk, lift, carry, move about, and hear. Employee will be required to perform extensive work at a computer display terminal.

The employee must occasionally lift and/or move 25 to 50 pounds.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. Extensive work at a computer display terminal.

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