FLSA: Exempt, Non-Union

COORDINATOR OF STUDENT DATA QUALITY AND REPORTING

Required Qualifications:

- A.A. or A.S. Degree in Computer Science or a related field and five (5) years of experience with data reporting requirements or
- High school diploma and seven (7) years of experience with data reporting requirements
- ~~Training or experience in technical support~~
- Experience with a large-scale Student Information System

Desired Qualifications:

- ~~Experience with an IBM AS/400 -or- the current mainframe hardware in use by the district~~
- ~~Experience with the TERMS software package(s) -or- the current mainframe software package(s) in use by the district~~
- Demonstrated success working with a team in establishing goals, objectives, and action plans consistent with district goals

Performance Responsibilities:

- Maintain an extensive knowledge of all federal, Department of Education, and local district reporting requirements, regulations, and procedures
- Act as district liaison with schools and support sites to improve the efficiency, accuracy, and effectiveness of the data reported to state and federal agencies
- Keep school and district data entry personnel ~~(Data Quality Technicians)~~ and program area personnel informed of all procedural and reporting requirements as dictated by the Department of Education
- Coordinate and assist in the scheduling and conducting of district-wide meetings for data entry personnel, ~~(Data Quality Technician),~~ administrative staff, and district level personnel on Full Time Equivalent (FTE) processing, end of year processing, new year transitions, scheduling, grading, etc.
- Submit student data to the Department of Education as required for survey periods, class size calculations, school choice, transportation funding and special data requests~~; produce edit, validation and exception reports for the schools and support sites; assist with the correction process~~
- ~~Assist program specialists in methods of data collection for reporting purposes~~
- ~~Retrieve and download state and district data as needed, i.e. SPAR reports, Assessment and Accountability files, etc.~~
- ~~Provide technical assistance to statewide mentoring programs and scholarship reporting~~
- ~~Act as a liaison between local, state and federal educational and governmental units to improve the compatibility of the school district's data processing system with the corresponding system of other units~~
- Analyze program specifications and applications for completeness and conformance to district policies and procedures~~; work with Technology and Information Services~~

- ~~Department (TIS) programming staff to test student software upgrades and changes relating to student data reporting~~
- Collaborate with Technology and Information Services department (TIS) staff relating to student data reporting
- Advise school and district data entry personnel on processes to correct reporting errors to ensure school and district level compliance
- Supervise assigned personnel including the ~~Data Quality and Integrity Specialist and all~~ the ~~s~~School Data Entry Operators ~~(Data Quality Technicians),~~ and district Data Quality Assistants, conduct annual performance ~~appraisals~~ evaluations, and make recommendations for appropriate employment action
- ~~Develop a system, to include quarterly meetings with school administration to assess data entry (Data Quality Technicians) performance~~
- ~~Ensure accurate reporting of all elements included in school grades, graduation, and dropout rates~~
- ~~Review FTE recalibration reports to determine accuracy of student ID and shared FTE; implement the new State ID requirements in our local SIS~~
- ~~Maximize the FTE earned by the district through the accurate and thorough reporting of FTE related data~~
- Work with school administration and Data Entry Operators ~~(Data Quality Technicians)~~ to correct class size reporting errors to ensure school and district level compliance
- ~~Manage~~ Collaborate with Supervisor of State Reporting to manage projects assigned to school Data Entry Operators ~~data entry (Data Quality Technicians);~~ with the goal of ~~advise alternate ways to~~ improv~~ing~~ e procedures for validating data accuracy~~,~~ and implement~~ing~~ systematic procedures to ensure data quality prior to State reporting
- Maintain contact with other school districts and professional management associations for the development of new ideas and methods to improve the efficiency and effectiveness of the district's data processing system(s)
- Attend technical workshops and meetings as required
- ~~Work~~ Communicate with Data Quality and Integrity Specialist to improve the efficiency and effectiveness of the collection and flow of data, and the accuracy of data reported to state and federal agencies
- Perform other duties as assigned by the Supervisor of ~~Assessment and Accountability~~ State Reporting and/or designee

Physical Demands:

Exerting up to 50 pounds of force occasionally and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force regularly or as needed to move objects

Reports to:

Reports directly to the Supervisor of ~~Assessment and Accountability~~ State Reporting and/or designee

Evaluation:

Coordinator of Student Data Quality and Reporting

Annual evaluation done by the Supervisor of ~~Assessment and Accountability~~ State Reporting and/or designee

Terms of Employment:

12-month employment

Coordinator of Student Data Quality and Reporting

<u>Salary:</u>

Salary based upon approved salary schedule - Professional/Technical/Supervisory Category F

<u>Job Code:</u>

82010

Board Approved: 07/18/00
Revised: 1/20/09, 03/03/09, 05/17/11, 06/10/14, 01/26/16

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