



Position Title: **District Data Supervisor**

Department: Instruction & Student Services / Federal Programs & School Improvement

Reports To: Director of Instruction & Student Services / Director of Federal Programs & School Improvement

SUMMARY: Manages district data systems and state reporting requirements for accuracy and compliance. Collaborates with administration to create district and school level data sets for school improvement planning purposes. Assists with statewide assessment procedures. Monitors district data systems for state collections.

ESSENTIAL DUTIES AND RESPONSIBILITIES: Other duties may be assigned.

1. Collaborates with building support staff to ensure student data and information are entered correctly into the district's student information system
2. Coordinates timely submission of most state required collections
3. Develops and provides training on correct data entry to school support staff
4. Participates in regional trainings on data, reporting, and assessment requirements
5. Maintains accurate district student data
6. Creates user friendly spreadsheets and graphs for district and school administrators for the purposes of school improvement planning
7. Data systems experience for the purposes of providing training to building staff, monitoring accuracy, and creating reports
8. Communicates effectively with district staff and stakeholders
9. May be asked to translate, if applicable
10. Maintain regular on-time attendance

SUPERVISORY RESPONSIBILITIES: Oversees staff involved in data entry and collections.

EDUCATION and/or EXPERIENCE: Bachelor's Degree or equivalent training/experience preferred.

OTHER QUALIFICATIONS: Proficient in student information systems required. Proficient in the use of Excel to create spreadsheets and graphs. Proficient in the use of PowerPoint to create data presentations. Analysis and reporting of internal data requests. Ability to build historical data to assist in program review. Review and writing of grant proposals. Ability to build queries to produce needed data for decision making.

LANGUAGE SKILLS: Ability to read and interpret documents such as educational research, professional publications, and curriculum guides. Ability to write routine

reports and correspondence, as well as create materials for presentations, such as charts and graphs. Ability to speak effectively before administrators, staff, parents, and students. Ability to facilitate group processes with teachers and administrators. The ability to create and deliver written reports to both large and small groups.

MATHEMATICAL SKILLS: Ability to calculate figures and amounts such as mean, median, mode, standard deviation and percentages. Ability to read and apply statistical data and interpret scores for application in the design and implementation of reading improvement programs. Ability to apply concepts of basic algebra and geometry.

REASONING ABILITY: Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

OTHER SKILLS AND ABILITIES: Ability to design projects and to work independently. Ability to establish and maintain effective working relationships with administrators and staff. Ability to communicate clearly and concisely both in oral and written form. Ability to perform duties with awareness of all district requirements and Board of Education policies.

PHYSICAL DEMANDS: The physical demands 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; occasionally walk and stand; travel from building to other sites. Specific vision abilities required by this job include close vision, distance vision, depth perception, and the ability to adjust focus. The employee is required to be able to hear conversations in both quiet and loud environments. The employee must be able to work with a computer screen to review and assess data. The employee must have dexterity of the hands and good visual acuity that will allow the employee to work with a computer screen for several hours at a time on a regular basis.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing 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 regularly works indoors. The employee must be able to meet deadlines with severe time constraints. The employee may be required to work irregular or extended work hours while performing the duties of this job in order to meet deadlines.

The noise level in the work environment is similar to that found in most schools and classrooms. The noise level may vary from very quiet to very noisy and chaotic.

The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.

I have read and understand this job description.

Signature

Date