

SCHOOL DISTRICT DATA SPECIALIST

DISTINGUISHING FEATURES OF THE CLASS: This is a technical position responsible for the management and support of data information systems and software applications generating databases used throughout a school district. The incumbent has responsibility for customizing databases and queries to meet various user needs regarding the collection, input, analysis, reporting, and sharing of district data. Work is performed under the general direction of the Director of Information Services, with leeway allowed for the use of independent judgment. Supervision is not a responsibility of this position. Does related work as required.

TYPICAL WORK ACTIVITIES:

Collects, interprets, and analyses data to provide to a variety of staff;

Ensures that information is properly submitted and resolves outstanding data issues;

Collaborates with the district's technology administrator and other district staff to develop, deliver, and maintain data collection and data reporting systems;

Interacts with District technical staff;

Recommends system modifications or revisions to facilitate better reporting procedures;

Develops a plan for addressing the reporting requirements of the New York State Education Department, Federal Government, and other agencies;

Recommends and develops procedures for sharing of information among District offices to inform, reduce redundant data entry, and make for a better use of resources;

Conducts presentations as requested;

Responds to data requests from School superintendent, Assistant Superintendent, and other administrative personnel;

Interacts with Broome-Tioga BOCES and Regional Information Center to identify regional data collection needs and processes;

Work with District Administration personnel to anticipate data collection needs;

Conducts data audits and quality assurance checks to identify and resolve data discrepancies and/or errors;

Trains and supports school personnel in using student management systems, tools, and applications;

May develop and maintain dashboards and reports to effectively communicate data findings to stakeholders.

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FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of data base and office software;
Good knowledge of the New York State Education Departments assessment and accountability systems;
Good knowledge of New York State Education Departments reporting requirements;
Good knowledge of systems analysis for the collection, reporting, and preparation of data reports and presentations;
Good knowledge of business practices, terminology, procedures, and equipment;
Ability to plan and coordinate work projects;
Ability to program, upgrade, and customize databases to user defined needs;
Ability to design advanced queries for the purpose of user defined reporting requirements and to collaborate in the generation of reports from various databases;
Ability to work independently within the scope of general direction;
Ability to understand and interpret written material,
Ability to develop and maintain effective working relationships;
Ability to effectively communicate both orally and in writing;
Ability to present ideas clearly, concisely, and logically;
Ability to train staff on the use of software;
Initiative, dependability; good judgment.

MINIMUM QUALIFICATIONS:

A) Possession of a Bachelor's degree or higher in Computer Science, Information Technology, Management Information Systems, or closely related field and one (1) year of experience training users on software, creating databases, and creating a variety of computerized reports by coordinating, managing, analyzing, and manipulating data; OR

B) Possession of a Bachelor's degree or higher in Business Administration, Education, or closely related field, and three (3) years of experience training users on software, creating databases, and creating a variety of computerized reports by coordinating, managing, analyzing, and manipulating data;

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C) An equivalent combination of training and experience as defined by the limits of A), and B) above.

NOTE: Your degree must have been awarded by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of education. If your degree was awarded by an educational institution outside of the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the internet at <http://www/cs/ny/gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.

SPECIAL REQUIREMENT: Per regulations of the Commission of Education, to be employed in a position designated by a school district or BOCES as involving direct contact with students. A clearance for employment from the New York State Department of Education is required.

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 Competitive