



Fremont Union High School District

Position: Adult Education Manager of Data Integration and Curriculum

**Work Year – Certificated Management: 216 days or
Classified Management: 246 days**

Salary – Range: Manager III

Summary of Basic Functions & Responsibilities

Under the supervision of the Principal, the Manager of Data Integration and Curriculum will lead the assimilation of data systems and related curriculum with staff development. Understands and works effectively with people of differing cultures.

Essential Duties & Responsibilities

Incumbents may perform any combination of the essential functions shown below. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principal job elements.

- Represent the school on the North Santa Clara County Student Transition Consortium data workgroup
- Represent the school on the Bay Area Community College Consortium's (BACCC) integrated data systems team
- Work with AEBG partners and site staff to provide and document partner data (e.g. Workforce Investment Board/Nova CONNECT, Department of Rehabilitation, CBO's, etc.)
- Evaluate data collection needs and site systems in place that could gather and hold new data
- Create school-wide processes for tracking new data and provide professional development to staff
- Identify what data is not being tracked and change current system to gather this data
- Work with the consortium to develop an employment survey to be used in common
- Work with consultants and provide preliminary data to the development team for the BACCC
- Beta test the new regional data system and provide feedback to developers
- Shepherd data system "build" to completion, which will include three iterations over 18 months
- Facilitate staff training on the new data system
- Assist teacher leaders in department data work including documenting college and career counseling and student support data points
- Update annual AEBG reports to the legislature in partnership with Research Development Associates
- Oversee all accountability items for Perkins, WIOA, and NSCCSTC—including completing reports and documents required for funding and the state legislature
- Organize and facilitate staff development around specific data needs of departments and teacher leadership groups (CCRS, Adults with Disabilities, etc.)
- Serve as facilitator of the NetSuite grant and student information database conversion
- Convene a team to develop online, interactive classes for blended and stand-alone options
- Assume duties of the Principal when he/she is out
- Assist in general program evaluation of the school
- Assist in the assessment of school financial needs and budget planning
- Assist in the hiring of personnel and placement in teaching assignments
- Assist in the coordination of school facility use
- Assist in the development of the master schedule and the registration of scheduling students
- Assist in the development and monitoring of curriculum and courses of study
- Assist in planning, implementing and evaluating in-service programs
- Assist in the administration of the student services program
- Assist in general financial control and monitoring of programs

- Assist in the management of publications/communications between the school and the community
- Resolve problems and conflicts involving students, community members and staff
- Assist in the administration of custodial functions and the general operation of the school
- Assist in the administration of classified and certificated collective bargaining agreements
- Assist in providing timely and effective communication of incidents/situations to appropriate district personal
- Performs related duties as assigned.

Qualifications

Knowledge and Skills:

- Specialized knowledge of education processes, systems, reporting and databases
- Basic knowledge in standard statistical procedures
- Working knowledge of student assessment and measures of institutional effectiveness
- Basic knowledge of best-practices and continuous quality improvement.
- In-depth knowledge of, and skill at using a full range of office productivity computer software as well as computer-aided database management, statistical and educational modeling applications
- Well-developed language and writing skills to prepare professional proposals and reports
- Well-developed human relations skills to make formal presentations and facilitate group processes
- Requires the ability to assess programs and procedures and initiate modifications.

Abilities:

- Carry out the essential functions of the position with minimal supervision
- Accomplish departmental goals, objectives and annual performance plans as they are assigned to the position.
- Design applied research studies for use in education and social environments.
- Apply, interpret, and draw conclusions using statistical concepts.
- Facilitate the development, implementation, and evaluation of self-assessment programs.
- Create, program, and maintain computerized databases.
- Extract data from information systems using various report writing and query tools.
- Understand, interpret, and apply District and State laws, regulations, and policies.
- Prepare complex reports, multi-media presentations, and empirical data to audiences with diverse backgrounds.
- Understands and works effectively with people of differing cultures.

Education:

- Desired: Bachelor of Arts or Bachelor of Science Degree

Experience:

- Required: Five successful years of teaching at the Adult Education and/or Secondary level and hands-on experience with multiple data systems, data integration, data accountability, and data reporting.
- Desirable: Experience teaching Adult Education; experience with state and federal grant monitoring, implementation and accountability; experience with federal and state accountability systems for Adult Education; experience leading staff development in both small and large group settings.

Licenses & Certificates:

- Required:
 - A valid driver's license.
 - Requires fingerprint clearance from the Department of Justice and Federal Bureau of Investigation.
- Desired:
 - Valid Administrative Services Credential, Secondary Administrative or General Administrative Credential

Working Conditions:

- **Environment:** Indoor, office setting. Occasional public contact with emotional, dissatisfied, or demanding individuals.
- **Physical Requirements:** Hearing and speaking to exchange information and on the telephone; seeing to read, prepare and proofread documents; sitting for extended periods of time; dexterity of hands and fingers to operate a computer keyboard and other office equipment; kneeling, bending at the waist, and reaching overhead, above the shoulders and horizontally, to retrieve and store files and supplies; lifting light objects.