

SCHOOL DISTRICT OF FLAGLER COUNTY

JOB DESCRIPTION

COORDINATOR OF DATA QUALITY

QUALIFICATIONS:

- *(1) Master's degree from an accredited educational institution preferred.
- *(2) Experience in information systems.
- *(3) Experience in state and federal reporting.
- *(4) Three (3) years of FEFP auditing experience preferred.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of research methods, statistical or data analysis. Knowledge of student information systems. Proficient in the use of MS Office Word, Excel, and PowerPoint; standard database applications such as MS Access or FileMaker. A familiarity with statistical packages and data manipulation software (such as Crystal Reports) is desired. Ability to plan, organize and prioritize activities related to assignments. Ability to create meaningful reports and dashboards. Skills in problem solving (error detection, root cause analysis, error correction). Skills in conceptual analysis and decision-making. Ability to analyze, interpret and use data in decision-making. Ability to handle sensitive information in a confidential manner. Ability to develop and deliver training to personnel. Ability to work under pressure. Ability to work in teams as well as work independently. Knowledge of School Board policies, procedures and regulations related to departmental activities and personnel. Knowledge of state, federal and local laws as they pertain to affected areas of the department. Ability to provide leadership and to establish and maintain effective working relationships with subordinates, officials, schools, other departments and the public. Ability to communicate a highly technical and constantly changing subject in non-technical terminology to educational and support personnel. Ability to communicate and express facts and ideas clearly and concisely both orally and in writing. Ability to accept responsibility and make competent decisions on matters affecting the entire department. Knowledge of state and national assessments.

REPORTS TO:

Executive Director of Teaching & Learning

JOB GOAL

To ensure accuracy of data loaded into the district database(s), to assist in analysis of data, to assist in assessments.

SUPERVISES:

NA

PERFORMANCE RESPONSIBILITIES:

Service Delivery

- *(1) Identify, assess, fix, document, and communicate potential quality issues in the way that data is collected, stored, processed, or used.
- *(2) Interact with users to resolve data quality problems using techniques such as root cause analysis as well as collecting user requirements.
- *(3) Recommend, design, implement and monitor quality procedures for use in the data production and assessment process.
- *(4) Oversee data cleansing operations like removing duplicate records.

COORDINATOR OF DATA QUALITY (Continued)

- * (5) Provide quality assurance oversight of data flow and storage.
- * (6) Review quality of data entry, loads, transformations, extractions, merges, or other production jobs.
- * (7) Establish and monitor service level agreements, communication protocols with data suppliers, and data quality assurance policies.
- * (8) Provide data quality advisory services to the organization.
- * (9) Participate in cross-functional teams and development or improvement task forces.
- * (10) Assist other groups in database setup, design of edit checks, test plans, data quality policy decisions, etc. to ensure data quality objectives are met.
- * (11) Develop and implement data quality and data review programs to ensure that data submitted for federal and state reports are accurate and are submitted in a timely fashion.
- * (12) Design, collect, analyze, and report on data quality assurance/production performance metrics.
- * (13) Define and maintain data standards, definitions, and models, e.g., data dictionary, organizational data models, and data quality assurance documents such as checklists, guidelines, manuals, templates, forms, etc.)
- * (14) Provide data quality and assessment training and presentations to members of organization.
- * (15) Document data quality assurance's contribution to other projects.
- * (16) Analyze the return on the use of quality data.

Inter/Intra-Agency Communication and Delivery

- * (17) Interact with parents, outside agencies, businesses and the community to enhance the understanding of district initiatives and priorities and to elicit support and assistance.
- * (18) Respond to inquiries and concerns in a timely manner.
- * (19) Keep supervisor informed of potential problems or unusual events.
- * (20) Serve on district, state or community councils or committees as assigned or appropriate.
- * (21) Provide oversight and direction for cooperative planning with other agencies.
- * (22) Provide oversight of survey upload data.
- * (23) Assist in the interpretation of programs, philosophy and policies of the district to staff, students, parents and the community.

Professional Growth and Improvement

- * (24) Maintain a network of peer contacts through professional organizations.
- * (25) Keep informed and disseminate information about current research, trends and best practices in area of responsibility.
- * (26) Maintain expertise in assigned areas to fulfill project goals and objectives.
- * (27) Facilitate the development, implementation and evaluation of staff development activities in assigned areas.
- * (28) Participate in state training programs and courses to increase the level of department services.

Systemic Functions

- * (29) Represent the district in a positive and professional manner.
- * (30) Prepare or oversee the preparation of all required reports and maintain all appropriate records.
- * (31) Develop annual goals and objectives consistent with and in support of district goals and priorities.

COORDINATOR OF DATA QUALITY (Continued)

- *(32) Conduct periodic studies for the purpose of improving the delivery of department services.
- *(33) Assist in the development of policies and procedures for department services.

Leadership and Strategic Orientation

- *(34) Provide leadership and direction for assigned areas of responsibility.
- *(35) Provide leadership and guidance in the development of annual goals and objectives for assigned department or program.
- *(36) Assist in implementing the district's goals and strategic commitment.
- *(37) Exercise proactive leadership in promoting the vision and mission of the district.
- *(38) Set high standards and expectations and promote professional growth for self and others.
- *(39) Utilize appropriate strategies and problem-solving tools to make decisions regarding planning, utilization of funds, delivery of services and evaluation of services provided.
- *(40) Collaborate with supervisor, other departments and agencies, and contribute to the planning and operation of the district.
- *(41) Demonstrate initiative in identifying potential problems or opportunities for improvement and take appropriate action.
- *(42) Use appropriate styles and methods to motivate, gain commitment and facilitate task accomplishment.
- (44) Perform other tasks consistent with the goals and objectives of this position.
- *(45) Support the Teaching and Learning pillar of district Strategic Framework.

*Essential Performance Responsibilities

PHYSICAL REQUIREMENTS:

Light Work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force as frequently as needed to move objects.

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TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the district's approved compensation plan.
Length of the work year and hours of employment shall be those established by the district.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

Job Description Supplement Code: 6

Flagler Schools Strategic Framework – Teaching & Learning

Approved 06/19/2018