Job Title:	**Director, Data Governance, Compliance and Analytics**
Job Family:	**Non-Certified**
Pay Program:	**Administrative**
Typical Work Year:	**12 months**

Job Code:	**090537**
FLSA Status:	**Ex - A**
Pay Range:	**L08**

SUMMARY: Responsible for strategy and execution of key data initiatives, primarily in the areas of governance and compliance. Collaborates with district leadership to measurably reduce risk and ensure data quality in areas including state and federal reporting, student safety, student discipline, district revenue, public relations, and legal and policy compliance. This position also supports the District's use of data analytics platforms to improve classroom instruction and academic outcomes.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Job Tasks Descriptions	Frequency	% of Time
1. Lead efforts in support of State and Federal reporting for all of the major funded and non-funded district data collections coordinated by IT. Directs the work of IT staff and their collaboration with non-IT stakeholders and partners across various divisions and schools. Ensures that non-IT stakeholders who are program owners, funding recipients, compliance owners and/or subject matter experts are highly engaged and accountable for the work throughout the data life-cycle. Ensures engagement during the crucial pre-submission stages, and the post-submission audits.	D	25%
2. Develops and implements standards, procedures and controls for achieving and sustaining high levels of data quality across key transactional and analytical data systems, both cloud and on-premises, as part of a comprehensive data governance program. Collaborates with department and district leadership to establish and run a district-wide Data Quality Taskforce that oversees the data governance program, including training and certification for district and school staff who work with enterprise data systems, as well as updates to relevant job descriptions to ensure program compliance.	D	20%
3. Ensures that all district-wide state and federal reporting and data governance work keeps up with changes in rules and regulations from CDE and other regulatory authorities at the state and federal levels. Ensures that non-IT stakeholders and partners in this work are regularly reviewing the data for which they are accountable in the district's data reporting and governance plan, to remain compliant with changes in programs, laws, policies, and district strategy and operations.	D	15%
4. Leads the district-wide work in student data privacy compliance in collaboration with department and district leadership involved in Information Assurance and Online Student Safety initiatives. Collaborates with District Communications and Learning Services to develop and update public and staff-facing content, to comply with state and federal laws and policies. Lead continuous improvement efforts as it relates to student data privacy.	D	15%
5. Partners with department, Learning Services leadership and key data and system owners to develop and execute an academic data analytics strategy and roadmap that is based on and evolves with the district's strategy in the areas of teaching and learning. Responsible for measurably improving the compliance posture for historical, analytical and transactional academic data relative to policy and law in the area of Records Management.	D	15%
6. Develops and implements a plan for process improvement around state reporting, data governance and student data privacy, that takes into account the current state and defines a futures state in concert with key district leaders, stakeholders, consultants and auditors. Regularly provides updates and next steps to division chiefs around their department's engagement in this work, as well as an overall report card to the Superintendent and district senior staff on the progress being made, and/or the challenges being encountered in this space.	D	9%
7. Perform other duties as assigned.	Ongoing	1%

EDUCATION AND RELATED WORK EXPERIENCE:
- Bachelor's degree in Education, Data Science, Information Systems or other related area required.
- Master's degree in Education, Data Science or Information Systems is preferred.
- Minimum five (5) years of experience in education leadership.
- Minimum ten (10) years of experience in K-12 software systems projects.

LICENSES, REGISTRATIONS or CERTIFICATIONS:
- Criminal background check required for hire.

TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:
- Subject Matter Expertise in K-12 administrative data systems, student information systems and business processes.
- Demonstrated history of advanced customer service, communication and interpersonal skills.
- Upper management or senior staff experience with regards to software development or related services.
- Demonstrated history of leadership with multi-million dollar, customer facing projects and systems spanning the entire enterprise.
- Advanced knowledge of industry best practices relative to IT management including methodologies, frameworks and standards such as ITIL, ISO 9000, Six Sigma, etc.
- Advanced expertise in IT Project Management and enterprise technology implementation.
- Ability to promote and follow Board of Education policies, Superintendent Policies, School and Department procedures.
- Ability to communicate, interact and work effectively and cooperatively with all people, including those from diverse ethnic and educational backgrounds. Willingness to contribute to cultural diversity for educational enrichment.
- Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment and report unsafe conditions to the appropriate administrator.

MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:
- Office productivity applications, Student Information Systems, Enterprise applications, and other IT applications.
- Specialized project management, diagramming and software: Visio, Smart Sheet and Web tools.

REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:

	POSITION TITLE	JOB CODE
Reports to:	Administrative Data Services Executive Director	090529

	POSITION TITLE	# of EMPLOYEES	JOB CODE
Direct reports:			

BUDGET AND/OR RESOURCE RESPONSIBILITY:
- Participate in and provide recommendations regarding developing and administering the department budget and initiating requisitions.
- Responsibilities also include authorizing resources in department budgets, approving purchases and resources in budgets, and evaluating and providing input with other managers regarding large district information technology budgets.
- Responsible for developing and managing software/application side of the IT budget for the entire district.

PHYSICAL REQUIREMENTS & WORKING CONDITIONS: *The physical demands, work environment factors and mental functions described below 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.*

PHYSICAL ACTIVITIES:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand		X		
Walk			X	
Sit			X	
Use hands to finger, handle or feed		X		
Reach with hands and arms		X		
Climb or balance		X		
Stoop, kneel, crouch, or crawl		X		

PHYSICAL ACTIVITIES:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Talk			X	
Hear			X	
Taste	X			
Smell		X		

WEIGHT and FORCE DEMANDS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds	X			
Up to 25 pounds	X			
Up to 50 pounds		X		
Up to 100 pounds	X			
More than 100 pounds	X			

MENTAL FUNCTIONS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Compare			X	
Analyze				X
Communicate				X
Copy		X		
Coordinate				X
Instruct				X
Compute			X	
Synthesize			X	
Evaluate			X	
Interpersonal Skills				X
Compile		X		
Negotiate				

WORK ENVIRONMENT:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Wet or humid conditions (non-weather)	X			
Work near moving mechanical parts	X			
Work in high, precarious places	X			
Fumes or airborne particles	X			
Toxic or caustic chemicals	X			
Outdoor weather conditions		X		
Extreme cold (non-weather)	X			
Extreme heat (non-weather)	X			
Risk of electrical shock		X		
Work with explosives	X			
Risk of radiation		X		
Vibration	X			

VISION DEMANDS:	Required
No special vision requirements.	
Close vision (clear vision at 20 inches or less)	X
Distance vision (clear vision at 20 feet or more)	X
Color vision (ability to identify and distinguish colors)	X
Peripheral vision	X
Depth perception	X
Ability to adjust focus	X

NOISE LEVEL:	Exposure Level
Very quiet	
Quiet	X
Moderate	
Loud	
Very Loud	