

COORDINATOR OF DATA ANALYSIS AND ACCOUNTABILITY

Classification: Administrator

Location: District Office

Reports to: Associate Director, Technology & Information Services

Employee Group: NCAA

FLSA Status: Exempt

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Part I: Position Summary:

Provides leadership to all areas of student and district evaluation as well as state and federal reporting and accountability, data management & analysis.

Part II: Supervision and Controls over the Work:

Serves under the direction and guidance of the Executive Director of Technology & Information Services. Is responsible for maintaining knowledge of state and district assessment and accountability programs, goals, and objectives. Work is guided by supervisory direction, district policies and procedures, state and federal reporting requirements, and information security requirements such as FERPA.

Part III: Major Duties and Responsibilities:

1. Data Analysis and Interpretation: Performs analysis and interpretation of student assessment, graduation, enrollment, attendance, and other data. Designs and produces custom statistical reports, prepares graphic and data presentation materials. Assures security and protection of student information. Prepares and presents reports to various stakeholders. Responds to inquiries and requests for information, uses software tools and report writers to query, extract information, and develop reports from multiple sources and programs.
2. System Management: Working with Technology & Information Services staff members, maintains integrity of the Student Information System, Data Dashboards, learning management, or other student data management systems. Collaborates to ensure accurate rostering and access to digital tools and materials for both teachers and students. Serves as backup for System and Data Analysts.
3. Accountability Reporting and Management: Provides supervision of state reporting and the validation of student information. Ensures alignment of data submissions and data

management to all relevant local, state and federal guidelines. Serves as resource for district staff about accountability systems and processes used at the state level. Monitors and provides communication to relevant district staff about accountability reporting, publication deadlines, and system changes.

4. Testing and Assessment: Understands the duties of the District Test Coordinator for all state assessments and serves as back up to the official state-designated District Test Coordinator.
5. Communications: Receives inquiries student data, assessment results, requests for information, etc. Refers inquiries as appropriate or personally researches the inquiry and prepares and communicates response. Tracks and assures timeliness of responses either individually or through coordination with others and approval of supervisor. Develops and maintains appropriate communication channels with relevant administrative, certified, and classified staff.
6. Staff Supervision: May recruit and supervise data analyst or other assigned staff ensuring that they possess and practice the values necessary to achieving the level of program delivery and customer service that is essential to a highly effective organization. Assesses, evaluates, and provides for training and professional development of subordinate staff. Establishes an environment in which assigned staff member(s) are comfortable and forthcoming in sharing their ideas, needs and concerns, and in which the staff collaboratively works together to seek solutions and resolutions.

Performs other duties as assigned.

Part IV: Minimum Qualifications:

1. Incumbents must have successful experience in working with culturally diverse families and communities, and/or have otherwise demonstrated a commitment to equity and strengthening engagement of a diverse community and skill in communicating with a diverse population.
2. Possess or ability to obtain and to maintain appropriate Oregon administrative license.
3. Strong written and verbal communication and interpersonal skills.
4. Strong mathematical, statistical and analytical skills.
5. Ability to work both independently and cooperatively, exercise judgment and creativity, organize work, set priorities, and meet deadlines.
6. Knowledge of data warehouse and data management methodologies.
7. Experience managing data extracts and imports between database platforms including using scripting tools to automate custom processes.

8. Three (3) years of progressively responsible experience in K-12 public school operations, K-12 program administration and/or K-12 coordination.
9. Valid state driver's license.

Part V: Desired Qualifications:

1. Knowledge of district specific technology.
2. Working knowledge of relational database management (RDMB), SQL, and data analysis tools.
3. Knowledge and experience working with standard platforms, languages, and libraries for application development (such items could include LAMP, WAMP, C#, PHP, PERL, Python, XML, CSS, Java, JavaScript, AJAX, XHTML, IIS, SQLServer, MySQL, etc.)

Part VI: Physical and Environmental Requirements of the Position:

The physical demands and work environment 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, talk, lift, carry, move about, hear and speak. Employee may be required to perform extensive work at a computer display terminal.

The employee must occasionally lift and/or move 25 to 50 pounds.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

The employee may sit or stand for longer than two (2) hours at a time, may lift objects repeatedly, and may undertake repeated motions.