

DATA AND INVENTORY SPECIALIST

Classification: Technology

Location: Technology

Reports to: District Administrator

FLSA Status: Non-Exempt

Bargaining Unit: OSEA

This is a standard position description to be used for positions with similar duties, responsibilities, classification and compensation. Employees assigned to the position description may or may not perform all of the essential functions indicated in this position description.

This 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:

This position works with minimal direction to coordinate and interpret the analysis and display of student, district, and technology inventory data to compile reports for school or district administrators or department teams, and to maintain a comprehensive system of record for all district asset tagged and barcoded hardware, software, and peripherals. The Data and Inventory Specialist will work with administrators to research and analyze data from varied sources in order to improve the overall operation of the school district and to enhance the instructional program. The specialist is expected to coordinate with users in the development phase to define projects in terms of scope, vision, objectives, requirements, constraints, and impact.

Part II: Supervision and Controls over the Work:

The Data and Inventory Specialist works under the supervision of a district office administrator. Work is controlled and/or guided by state statute and state administrative code, professional practice, school and district policies and procedures, and directions, and expectations as established by the administrator.

Part III: Major Duties and Responsibilities:

1. Data Analysis and Interpretation: Performs analysis and interpretation of student assessment, graduation, enrollment, attendance, and other data including inventory analysis. Designs and produces custom reports, prepares graphic and data presentation materials. Assures security and protection of student or district 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. Communications: Receives inquiries about student data, assessment results, requests for information, etc. from the supervising administrator. Refers inquiries as appropriate or 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.
3. Inventory Management: Maintains an accurate inventory of technology equipment by school/site/location/classroom/user. Validates inventory on file and resolves all discrepancies. Creates systems as needed for efficiency and effectiveness, and trains and supports site-based staff in their use of the inventory system to accurately maintain records. Performs and/or coordinates asset management identification and tagging, data entry, and recording on all new and existing inventories. Coordinates district technology acquisition, disposition, and recycling for all schools and departments.
4. Purchasing and Distribution: Establishes systems and procedures to track deliveries and record shipment data, damages, or discrepancies for reporting, accounting, or recordkeeping purposes. Prepares documents or email notifications and processes to route materials. Communicates with all vendors and district staff to resolve questions relating to deliveries or equipment issues. Assists staff in coordinating delivery, storage, installation and support.
5. Performs other duties as assigned.

Part IV: Minimum Qualifications:

- Bachelor's degree in education, math, statistics, computer science, or related field and/or demonstrated experience in data analysis, reporting, or related field.
- Ability to plan, develop, execute, and support projects for new technical solutions and enhancements to existing systems meeting stakeholder requirements.
- Ability to maintain confidentiality in all matters related to student information, school and district performance on state and federal accountability measures, school and district funding, and similar highly-sensitive information.
- Knowledge of K-12 education systems, including school and district operations, the relationship between student information systems and school funding or accountability, and common education vernacular.
- Experience managing data extracts and imports between database platforms. Working knowledge of relational database management (RDMB), data analysis tools. Knowledge of data warehouse and data management methodologies.
- Excellent oral, written communication and presentation skills and the ability to prepare accurate records, reports, and documentation in clear and simple context.

- Successful experience in working with culturally diverse families and communities, or have otherwise demonstrated a commitment to strengthening engagement of a diverse community and skill in communicating with a diverse population.

Part V: Desired Qualifications:

- Experience working with standard platforms, languages, and libraries for application development (PHP, CSS, HTML, SQL, MySQL)
- Bilingual and Bicultural skills.

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 up 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.
- Employee may be required to interact with clients, customers, and staff who are emotionally upset, angry or distraught. In such interactions, employee must be able to maintain control, decorum and professionalism.