

JOB DESCRIPTION
San Diego County Office of Education

COORDINATOR, CHARTER SCHOOL OVERSIGHT DATA

Purpose Statement

Under administrative direction, the Coordinator, Charter School Oversight Data is responsible for coordinating and maintaining data collection and operational support to the charter school oversight processes; evaluating needs and preparing comprehensive analytical reports; and ensuring compliance with established policies, regulations, and legal requirements.

Diversity Statement

Because each person is born with inherent worth and dignity, and because equitable access and opportunity are essential to a just, educated society, SDCOE employee commitments include being respectful of differences and diverse perspectives, and being accountable for one's actions and the resulting impact.

Representative Duties

This position description is intended to describe the general nature and level of work being performed by the employee assigned to the position. This description is not an exhaustive list of all duties, responsibilities, knowledge, skills, abilities, and working conditions associated with the position. Incumbents may be required to perform any combination of these duties.

Essential Functions

- Conducts research, analyzes complex financial and statistical data for the purpose of reporting findings and making recommendations pertinent to assignment.
- Maintains and updates oversight processes, documentation, databases, web-based software for tracking oversight requirements.
- Maintains a variety of information, files and records (e.g. contracts, compliance documents, legal documents, etc.) for the purpose of providing an up-to-date reference and documentation for oversight compliance.
- Creates, manages, and maintains data, databases and other software related to charter school oversight, state trends and county trends, in the areas of student attendance and enrollment, CALPADS, financial data, student academic data (CAASPP, i-Ready, NWEA-Maps, etc.), California School Dashboard data, and any other data related to charter school oversight.
- Assists with monitoring, tracking, and responding to requests for data and reports from Charter School Services Staff.
- Collaborates with other Charter School Services staff on information/data collected and maintained for SDCOE authorized charter schools.
- Attends a variety of staff, management and other meetings for the purpose of gathering information required to perform functions and/or presenting information related to SDCOE authorized charter schools and charter schools operating in California.
- Provides data and technical support to Charter School Services staff with data needed for oversight processes, charter petition reviews, charter school renewals, the use of any charter school oversight

monitoring software and processes, and in ensuring efficient processing in compliance within state, federal and/or district policy and established regulatory guidelines.

- Participates in the development of charter school oversight processes for the purpose of identifying potential solutions, compiling statistical information, developing procedures, and conforming to established best practices and regulatory requirements.
- Prepares a wide variety of written materials and electronic information (e.g. financial/operating reports, student academic data and reports, California Dashboard data, compliance reports, contracts, etc.) for the purpose of documenting activities, providing reference, conveying information, and complying with established charter school oversight, legal and/or administrative requirements to county of education staff.
- Responds to inquiries from a wide variety of sources (e.g. County Office personnel, vendors, charter schools, State agencies, etc.) for the purpose of facilitating communication and/or providing guidance among several parties: providing information and/or referral for addressing inquiry.
- Develops and maintains visually compelling dashboards (using MS or Google tools such as PowerBi, Google Looker Studio, etc.) that provide clear insights into charter schools' key performance indicators. Transforms complex data into actionable visualizations that facilitate strategic planning and performance assessment.
- Coordinates professional development, training and support to charter school staff and committee members on data entry, reporting tools, and dashboards.
- Promotes data literacy and empower educational partners to make data-informed decisions.
- Supervises employees in technical support activities as assigned for the purpose of ensuring their department and individual performance objectives are met.

Other Functions

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

Knowledge and Abilities:

KNOWLEDGE OF:

Human centered and socially conscious leadership;

Advanced management of complex data systems and data warehousing systems development projects;

Advanced functional knowledge of data management applications such as Microsoft Analysis Services, Power BI, and/or Tableau;

Principles and methods of project management;

Principles, policies and controls associated with data governance and data stewardship;

Principles, methods, and techniques of data security, monitoring and enforcement;

Effective leadership skills, methodologies and strategies;

Principles and practices of supervision, staff development, organization, administration and personnel management;

State and federal laws, regulations, SDCOE guidelines and policies applicable to area of responsibility;

Interpersonal skills using tact, patience and courtesy;

Operation of a computer and assigned software.

ABILITY TO:

Promote a human-centered culture that elevates the strengths of others creating a sense of belongingness;

Practice cultural competency while working collaboratively with diverse groups and individuals;

Plan strategies to deliver services to users to meet defined needs;
Work alongside technology staff and educators;
Drive people, process, project management and technology transformation in a dynamic and complex operating environment;
Build partnerships and information-sharing agreements between multiple governmental agencies;
Coordinate the maintenance of a variety of BI dashboards, reports, records and files related to assigned activities;
Direct and evaluate the performance of assigned staff;
Communicate effectively, both orally and in writing, with a variety of persons;
Research and stay current with data-related technologies and platforms;
Interpret and apply administrative policies to data functions;
Establish, foster, and maintain cooperative and effective working relationships with others;
Analyze situations accurately and adopt an effective course of action;
Meet assigned schedules and timelines;
Work independently with little direction.

Working Environment:

ENVIRONMENT:

Duties are typically performed in an office setting.

May be designated in an alternate work setting using computer-based equipment to perform duties.

PHYSICAL ABILITIES:

Must be able to hear and speak to exchange information; see to perform assigned duties; sit or stand for extended periods of time; possess dexterity of hands and fingers to operate computer and other office equipment; kneel, bend at the waist, and reach overhead, above the shoulders and horizontally, to retrieve and store files; lift light objects. All requirements are subject to possible modification to reasonably accommodate individuals with a disability.

Occasional travel is required in conducting course of business statewide, regionally, and locally.

Education and Experience

Education: A bachelor's degree in data management, information systems, computer science, education, public administration, or a closely related field, from a regionally accredited institution of higher learning.

Experience: Four (4) years of progressively responsible experience in the administration of data systems, data analysis, developing, and presenting professional level data reporting in research and evaluation, including experience conducting professional development activities in data analysis and data use. Experience with statistical software and application(s) in SPSS or Microsoft Excel; database software and applications in Microsoft SQL, Access, SQL Server Reporting Services, Tableau, or Microsoft Power BI is highly desirable.

Equivalency: A combination of education and experience equivalent to a bachelor's degree in data management, information systems, computer science, education, public administration, or a closely related field, from a regionally accredited institution of higher learning and four (4) years of progressively responsible experience in the administration of data systems, data analysis, developing, and presenting professional level data reporting in research and evaluation, including experience conducting professional development activities in data analysis and data use. Experience with statistical software and application(s) in SPSS or Microsoft Excel; database software and applications in Microsoft SQL, Access, SQL Server Reporting Services, Tableau, or Microsoft Power BI is highly desirable.

Required Testing

N/A

Certificates, Licenses, Credentials

Valid CA Driver's License

Continuing Educ./Training

N/A

Clearances

Criminal Justice Fingerprint/Background

Clearance

Physical examination including drug screen

Tuberculosis Clearance

FLSA Status: Exempt

Salary Grade: Classified Management Grade 045

Personnel Commission Approval: March 20, 2024