

NEW HARTFORD PUBLIC SCHOOLS
JOB DESCRIPTION – DATA SYSTEMS SPECIALIST

POSITION TITLE: Data Systems Specialist for New Hartford Public Schools

REPORTS TO: Superintendent (or designee)

JOB DESCRIPTION: Manages, inputs, and assembles student information through the use of data systems and programs. Provides instruction and directs staff in the use of data applications such as PowerSchool. Facilitates the connections between Student Information Systems and third-party vendors, including the rostering processes. Provides data mining services and analysis as requested.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Assume the lead role as SIS Data Systems Specialist relative to managing district data warehouses including the collection and maintenance of accurate educational data.
- Applies effective database management practices and ensures system security, data integrity and quality control procedures.
- Support administration in the collection, reporting, and maintenance of all student educational data and records inclusive of state and local assessment programs.
- Manage and complete state reporting of school district data (PSIS, ED166, TCS, CRDC, etc.) in accordance with internal and state deadlines. Keep data systems current for changing reporting needs.
- Data validation using reporting tools and best practices and put in action corrective measures to ensure accurate and timely data entry.
- Manage district level functions for and/or with schools on client-hosted PowerSchool in collaboration with the IT department.
- Act as a liaison with third party software, leveraging PowerSchool for sync and Single Sign On (SSO) for staff and students. Act as Student Data Security Manager within New Hartford Public Schools and the Connecticut State Department of Education. (LEA Security Manager, CT Privacy Officer, PSIS Coordinator, LEA Security Manager)
- Act as the liaison (LEA Security Manager) between the School District and the Connecticut State Department of Education to manage users and their roles for Portal Applications.
- Act as liaison (Directory Manager) between School District and the Connecticut State Department of Education to manage the assignment of access rights, permissions and overall security of the district's content and data as deemed necessary by Administration.
- Act as the liaison (CT Privacy Officer) between the School District and the Connecticut State Department of Education to maintain compliance with the Connecticut Student Data Privacy Act PA 16-189.
- Act as liaison (PSIS Coordinator) between School District and the Connecticut State Department of Education in regards to state reports requirements. Support the mandatory user requirements for the reporting of local, State and Federal student data. Manage the generation and upload of state reports.
- Perform SIS roll ups, de-registrations, downloads to other information systems/data drops.
- Support administration in the development and maintenance of form letters, progress reports, attendance, transcripts and other standardized practices for the organization of education records.

- Integrate multiple data sources and student information from all systems to communicate relevant information to inform and support administrators.
- Develop and communicate processes for administrators, end users, students and families.
- Build the annual master schedule utilizing PowerScheduler at the direction of administrators.
- Manage, coordinate, and train on yearly processes as appropriate to appropriate staff (e.g. setup of new school year, roll over, close out school year, master schedule, progress reports, transcripts, etc.)
- Create various reports as requested by administration and school district staff.
- Maintain and enhance the school district website.
- Other responsibilities as assigned by the Superintendent or designee.
- Read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents.
- Ability to effectively present information to administrators, community groups and Board of Education.

Personal Development

- Attend workshops, when appropriate, to expand knowledge, skills, and abilities.
- Contribute to creating a positive working environment.
- Assist others with their assignments, providing support and developing skills, abilities, and knowledge as needed.
- Demonstrate a high degree of professional growth, flexibility, initiative, and responsibility.
- Accept and adjust to change smoothly and positively.

Initiative

- Regularly contribute to maximizing the effectiveness and efficiency of district operations.
- Consistently evaluate current methods, programs, and procedures, and implement new or modified procedures when necessary.
- Demonstrate a proactive approach to problem solving.
- Display a strong sense of task ownership.

Reliability

- Maintain responsible, and effective performance and attendance.

Other Related Responsibilities

- Travel throughout the district as required.
- Perform other duties as assigned by the Superintendent of Schools (or designee)..

QUALIFICATION REQUIREMENTS: Must be knowledgeable and have hands-on experience with database operations and ideally PowerSchool (SQL reports, etc). Must have the ability to set and meet deadlines, advanced computer skills and ability to work well with others. Willingness to learn and remain informed about developments in technology and administrative/curriculum applications.

EDUCATION and/or EXPERIENCE: Experience in an educational setting, training and/or professional development experience preferred. Ability to write and communicate steps/processes using effective digital tools.

CERTIFICATION: Not required.

PHYSICAL DEMANDS: The physical demands 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 position, the employee is regularly required to sit and talk or hear. The employee frequently is required to walk. The employee is occasionally required to stand and reach with hands and arms. Specific vision abilities required by the job include close vision, distance vision. Some driving is necessary. Often and essential to this position, the individual must meet deadlines with severe time constraints. The position requires the employee to interact with the public and other workers; work irregular or extended hours; direct responsibility for the safety, well-being or work output of other people; and meet multiple demands from several people. Consistent attendance is essential to this position.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this school-based job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment can be moderate. Work location is an office with occasions that require time in classrooms. Position usually demands meeting deadlines with time constraints. The employee continuously interacts with staff and occasionally meets multiple demands from several people.

The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties may be assigned.

The New Hartford Board of Education does not discriminate in any employment practice, education program, or educational activity on the basis of race, color, religious creed, sex, age, national origin, ancestry, marital status, sexual orientation, gender identity or expression, disability (including, but not limited to, intellectual disability, past or present history of mental disorder, physical disability or learning disability), genetic information, or any other basis prohibited by Connecticut state and/or federal nondiscrimination laws.

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