



# KINGSWAY REGIONAL SCHOOL DISTRICT JOB DESCRIPTION

## Educational Data Coordinator

(Adopted 10/27/2014)

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### Qualifications:

1. Working knowledge of data management tools and information systems including PowerSchool.
2. Experience conducting data management and analysis operations.
3. Familiarity with data operations between diverse data management systems and databases.
4. Experience with New Jersey state reporting systems and initiatives (including NJSMART, NJDOE Homeroom, ASSA, SAGE, and PARCC)
5. Excellent organizational, interpersonal, writing, and communication skills; attention to detail is critical.
6. Ability to work with a variety of constituencies.
7. Ability to work independently and collaboratively, handle multiple projects, and meet deadlines.
8. Prior experience working with web programming languages such as HTML, PHP, ASP, etc.
9. Proficiency in common software packages (word processing, excel spreadsheets, and databases).

### Reports To:

Chief Academic Officer

### Job Goal:

To serve as the primary coordinator and support person for district data coordination, management and reporting; to accurately prepare and integrate data between systems, develop reports and dashboards for district staff, prepare data for required state reports

### Performance Responsibilities:

1. Data collection, management, and reporting:
  - a. Collaborate with district-wide staff (administrative, teaching, and clerical) to ensure that data is input and maintained according to district standard operating procedures throughout the year.
  - b. Run data validation reports and recommend best practices for the efficient and accurate collection, management, and reporting of data.
  - c. Evaluate new data systems to promote increased efficiency in data utilization.
  - d. Provide support for district-wide data input, collection, management, and reporting operations in order to improve organizational data accuracy and utilization, increase operational efficiency, and ensure the integrity of data sources.
  - e. Coordinate incoming 7<sup>th</sup> and 9<sup>th</sup> grade student data with sending districts.
  - f. Prepare data files and reports as necessary.
2. New Jersey State Reporting:
  - a. Maintain procedural knowledge of state and federal guidelines for data reporting as well as technical knowledge of the systems used.
  - b. Coordinate NJSMART state data submissions.
  - c. Collaborate with state-wide Points of Contact to ensure accurate data for NJ state reports throughout the year.
  - d. Participate in and coordinate training sessions, webinars, and professional development opportunities.
  - e. Conduct practice submissions throughout the year to validate data integrity.
  - f. Recommend actions to resolve data inconsistencies or errors.
  - g. Attend monthly PSUG regional meetings to address concerns, collaborate, and receive training related to PowerSchool and NJ Smart.



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3. PowerSchool design, maintenance and integration:
    - a. Maintain the PowerSchool web design and custom pages for teachers, administrators and the parent portal.
    - b. Create, maintain and train users on the utilization of District/School reports, custom reports and SQL reports.
    - c. Integration and maintenance of third party vendor softwares (IEP Direct, PlascoTrac, PCS, SNAP)
    - d. Mass importing of student data including photos, demographics and state data.
  4. Information technology initiative implementation:
    - a. Work collaboratively with the Chief Academic Officer and other school/district administrators to bring the district's information technology related goals and initiatives to fruition.
    - b. Prepare data for system integrations.
    - c. Creates spreadsheets for staff to utilize to gather, input, and analyze data.
  5. Perform all other responsibilities and duties as may be assigned by the Superintendent of Schools or his/her designee.

### Employment conditions:

Contract year:	July 1 <sup>st</sup> to June 30 <sup>th</sup>
Job Family	Secondary Supervisor
Pay Grade/Compensation Structure:	G9
Evaluation:	In accordance with Board policy



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