Position: Coordinator III - Research & Data	FLSA: Exempt	Work Days: 223
Reports to: Associate Superintendent or Designee	Salary: Classified Management Salary Schedule – Range D	

Job Descriptions are intended to present a descriptive list of the range of duties performed by employees in the class. Job Descriptions are not intended to reflect all duties performed within the job.

OVERALL OBJECTIVE AND SUMMARY:
The Coordinator III - Research and Data manages a wide range of district data reporting, analysis, automation, accountability, and other core functions. This role emphasizes the integration, visualization, and automation of data to advance educational initiatives. This position also takes primary responsibility for leading other members of the Research and Data team.

ESSENTIAL DUTIES AND RESPONSIBILITIES
Essential duties and responsibilities may include, but are not limited to, the following:

- Supervise, support, and evaluate staff as assigned; foster a culture of accountability, collaboration, and professional growth.
- Provide leadership aligned with the District's Vision, Goals, Core Values, and Theory of Action for Student Success.
- Plan, organize, and oversee assigned functions to support effective operations, continuous improvement, and alignment with district priorities.
- Use data and evidence to inform decision-making, monitor progress, and drive outcomes through the Cycle of Continuous Learning and Improvement (CCLI).
- Promote equitable access to programs and services and inclusive practices that support the success of all students.
- Maintain compliance with applicable laws, regulations, policies, and collective bargaining agreements.
- Oversee and/or support budgeting, resource allocation, and strategic planning efforts to advance district goals (as applicable).
- Promote safe, positive, and productive learning and working environments
- Assist in collecting, validating, and maintaining data from multiple internal and external sources, including student information systems, assessments, and surveys.
- Support the preparation and distribution of reports and dashboards for teachers, site leaders, and district leadership to monitor student outcomes, program effectiveness, and district goals.
- Assist in analyzing student data, including achievement, attendance, behavior, and course completion, to support instructional planning and continuous improvement.
- Support administration and coordination of districtwide student assessments, including data collection, reporting, and communication of results.
- Manage the district's single-sign-on platform and all aspects of data connections/integrations for site and district curriculum and related programs.
- Maintain relationships with vendors and users to support system functionality, including developing scripts to support accurate routine data synchronization.
- Act as super user for various district curricular and other software platforms.
- Conduct regular data audits and clean-up
- Creating data reports, rostering, and providing additional technical support to key programs such as after-school and summer school programming
- Provide professional development to increase staff knowledge and use of multiple data tools
- Engage in and lead data collaborations in areas such as social-emotional outcomes, bullying reporting, strategic improvement for schools in targeted improvement, program reporting and program analysis, and needs assessments for schools that have high needs populations and levels of mobility.
- Support departments in developing effective data collection, quality control, and usage practices.
- Collaborate across departments and programs to automate and streamline systems and data processes, including user access, interdepartmental workflows, and required submissions such as CALPADS.
- Support state and federal reporting, maintaining data accuracy, timeliness, and compliance.
- Develop data visualizations, summaries, and presentations to make complex information accessible and actionable for stakeholders.
- Support the research request process by organizing submissions, tracking approvals, and maintaining documentation.
- Maintain documentation, procedures, and data governance practices to support consistency and reliability

of data systems.
- Perform related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Principles and practices related to the technical aspects of the assigned department.
- Federal, State, and local laws, regulations, Education Code provisions, and collective bargaining agreements applicable to assigned departments.
- District organization, operations, policies, goals, and objectives.
- Recordkeeping, office organization, and standard administrative practices.
- Proper English usage, including grammar, spelling, punctuation, and vocabulary.

Ability to:

- Communicate effectively orally and in writing and build effective working relationships with diverse audiences, including staff, students, families, community partners, and stakeholders.
- Exercise sound judgment in problem-solving, conflict resolution, and decision-making.
- Adapt to changing priorities and organizational needs with flexibility and professionalism.
- Manage budgets and allocate resources in alignment with district priorities, as applicable.

PHYSICAL ABILITIES

Positions in this classification typically require the following physical abilities to successfully perform the essential functions of the job, with or without reasonable accommodation:

- **Mobility:** Ability to sit, stand, and walk for extended periods of time. Ability to move throughout district facilities, school sites, offices, warehouses, and community locations as required.
- **Manual Dexterity:** Sufficient fine motor skills to operate a computer, keyboard, mouse, tablet, telephone, and other standard office equipment. Ability to write, type, review, and prepare documents accurately.
- **Vision:** Ability to read printed materials and electronic documents, review data, and analyze reports. Adequate visual acuity to utilize computer screens for extended periods and observe site conditions.
- **Hearing and Speech:** Ability to hear and understand conversations in person, over the telephone, and through virtual platforms. Ability to speak clearly to participate in meetings and direct communication with individuals and groups.
- **Lifting/Carrying:** Ability to occasionally lift, carry, push, or pull materials and equipment typically up to 25 pounds.
- **Reaching/Bending/Stooping:** Ability to bend, stoop, reach, and stretch as required.
- **Travel:** Ability to travel between district sites, community locations, and external meetings. May require operation of a personal or district vehicle.
- **Work Environment Tolerance:** Ability to work in standard office settings as well as school, operational, warehouse, or outdoor environments, which may include moderate noise levels and varying temperatures.
- **Extended Work Hours:** Ability to work extended hours, evenings, and occasional weekends as required for meetings, events, emergencies, or operational needs.

EDUCATION AND EXPERIENCE

Any combination of experience and training that would likely provide the required knowledge and abilities could qualify someone for this position. A typical way to obtain the knowledge and abilities would be:

- Education: Equivalent to a Master’s degree from an accredited college or university with major coursework in education, education administration, public administration, data science, statistics, or a related field.
- Experience: Three years of increasingly responsible experience in education or educational data systems, including experience in data analysis, reporting, assessment systems, or research functions in a public school setting.

LICENSES AND CERTIFICATES

- Valid California driver’s license