

Job Title: **Coordinator – Student Data Systems**



Position Description

To perform this job successfully, an individual must be able to perform the essential job functions consistently and to the satisfaction of the employer. Reasonable accommodations may be made for qualified disabled individuals. This job description is not an exhaustive list, as employees may be required to perform duties not specifically designated within this document, at the employer's discretion. The Escambia County School District reserves the right to modify or interpret this job description as needed.

FLSA Status: Exempt
Reports to: Appropriate Supervisor or Designee
Supervises: Appropriate Staff as required
Pay Grade: Administrative – 7

APPROVED
ESCAMBIA COUNTY SCHOOL BOARD

JUNE 20, 2017

MALCOLM THOMAS, SUPERINTENDENT
VERIFIED BY RECORDING SECRETARY

JOB SUMMARY

The purpose of this job is to provide training and communication in management of software and student information systems.

ESSENTIAL JOB FUNCTIONS

- Oversees training and support of users in software and student information systems.
- Works with Curriculum and Instruction staff to improve student information system and District operating procedures in management of student data processes.
- Works with school staff to improve student information system data accuracy.
- Acts as liaison between schools and District IT/SIS staff.
- Provides training for new users.
- Provides support to users.
- Holds monthly data specialist's meetings.
- Works with gradebook administrators to assist teachers.
- Writes SOP proposals as they arise.
- Assists grade level directors and other Curriculum and Instruction staff with data questions.
- Develops instructional materials and documentation for all aspects of SIS system.
- Supervises subordinate staff.
- Acts as a liaison between the schools and the District regarding student information.
- Works as a liaison with other IT staff to assure smooth integration of SIS with related District departments.
- Troubleshoots program issues.
- Attends meetings related to SIS and Curriculum and Instruction.
- Assists with other various digital learning systems.
- Performs other duties as assigned.

MINIMUM REQUIREMENTS

- Master's Degree from an accredited institution.
- Certification as a Teacher and/or Principal.
- Five (5) years of related experience.
- Qualifications may vary from the above requirements to such a degree as the Superintendent and Board determine is necessary and appropriate to ensure properly qualified personnel in each specialized assignment.

KNOWLEDGE, SKILLS, AND ABILITIES

- Requires the ability to oversee the work of a team engaged in providing specific services, completing specific projects, or assisting other units.
- Requires the ability to perform professional-level work dealing with data, people, and technology that relates to administrative, technical, scientific, engineering, accounting, legal, or managerial skills.
- Requires the ability to make decisions that govern the activities and behaviors of staff members.
- Requires the ability to manage or administer grant funds and make recommendations that impact the budget.
- Requires the ability to use small office equipment, including copy machines or multi-line telephone systems.
- Requires the ability to use computers for data entry and for word processing and/or accounting purposes.
- Requires the ability to establish policies for using, acquiring, and/or maintaining technology systems.
- Requires the ability to create plans for and guide implementation of new technology systems.

PHYSICAL DEMANDS

Light work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force to move objects. The work also requires the following physical abilities in order to perform the essential job functions: fingering, handling, hearing, lifting, mental acuity, reaching, repetitive motion, speaking, talking, and visual acuity.

WORKING CONDITIONS

Employees in this position work in a dynamic environment that requires sensitivity to change and responsive to changing goals, priorities, and needs.

Date of Board Approval: June 20, 2017, effective July 1, 2017

Date of Revision: