



**Job Title:**                    **Specialist – Data Reporting**

## **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:**            Professional – 6

**APPROVED**  
**ESCAMBIA COUNTY SCHOOL BOARD**

**JUNE 20, 2017**

**MALCOLM THOMAS, SUPERINTENDENT**  
**VERIFIED BY RECORDING SECRETARY**

## **JOB SUMMARY**

The purpose of this position is to provide District staff accurate and timely in depth reports necessary for the efficient operation of online systems.

## **ESSENTIAL JOB FUNCTIONS**

- Develops reports (viewable online and in print) and procedures for the efficient delivery of requested information from assigned online technology systems.
- Analyzes, develops, maintains, and implements reporting services relating to application systems.
- Consults with present and potential users of computer services to determine needs.
- Works with selected software vendors in the development of or changes to reports in online technology systems as needed.
- Ensures that all programming activities adhere to industry standards.
- Supports users, schools, District administration, and Department of Education (DOE) reporting processes in collecting, verifying, reporting, and managing information.
- Provides project management for planning, implementing, and maintaining of reports produced.
- Provides support for District personnel in troubleshooting problems relating to reports produced.
- Efficiently conducts research, collaborates with colleagues, and analyzes technically and instructionally complex problems in order to effect solutions.
- Implements Staff Information System Surveys.
- Involves stakeholders in the definition of the process and considers all guidelines in the completion of a task.
- Works closely with District staff to support reporting initiatives and processes.
- Disseminates information to appropriate personnel in a timely manner.
- Responds to inquiries and concerns in a timely manner.
- Keeps supervisor informed of potential problems or unusual events.

- Maintains contact with personnel from other Districts, DOE personnel, and federal agencies as required.
- Prepares or oversees the preparation of all required reports and maintains appropriate records.
- Follows all School Board policies, rules, and regulations.
- Exhibits interpersonal skills to work as an effective team member.
- Demonstrates support for the District and its goals and objectives.
- Performs other duties as assigned.

**MINIMUM REQUIREMENTS**

- Bachelor's Degree from an accredited educational institution in Computer Science, or equivalent training and experience.
- Over ten (10) years of successful programming experience of which a minimum of two (2) years must include application database connectivity languages and industry standard formalized reporting software specifically including Crystal Reports.
- IT professional certification or equivalent as identified by the Director – Information Technology.
- 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 display thorough knowledge of operating systems, data communications software, database management systems, programming/scripting languages, and report writing.
- Requires the ability to interpret and analyze end-user report needs in a logical sequence to ensure those needs are met.
- Requires the ability to display extensive knowledge of District procedures, policies, and data requirements.
- Requires the ability to incorporate the complete software life cycle methodologies of analysis, design, coding, testing, implementation, and documentation.
- Requires the ability to display a possession of good interpersonal and analytical skills.
- Requires the ability to independently complete assignments.
- Requires the ability to organize and prioritize activities.
- Requires the ability to communicate effectively, both orally and in writing.
- Requires the ability to perform work that encompasses advanced technical, scientific, legal, or mathematical concepts.
- Requires the ability to use small office equipment, computers, and highly technical computer applications.

**PHYSICAL DEMANDS**

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

**WORKING CONDITIONS**

Employees in this position work in a relatively safe, secure, and stable work environment.

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

**Date of Revision:**