

SCHOOL DISTRICT OF SARASOTA COUNTY
JOB DESCRIPTION

DATA MANAGEMENT COORDINATOR

SALARY SCHEDULE: SSP-13

COST CENTER: RESEARCH, ASSESSMENT AND EVALUATION (9015)

QUALIFICATIONS:

- (1) Associate's Degree or 60 credit hours toward a Bachelor's from an accredited educational institution in program evaluation, statistics, information systems, computer science or related field. Bachelor's Degree preferred.
- (2) Minimum of three (3) years successful work experience in an organization in the area(s) of data analysis, data management, programming, or other related field. Experience working in a school district or university preferred.
- (3) Work experience in the use statistical tools and applications, such as SPSS, SSAS, or Matlab to compile data and perform statistical analysis.
- (4) Work experience with one or more of the following: Visual Basic, SQL or Kentico.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of information management systems and frameworks for linking complex data systems. Knowledge of Florida State Statutes pertaining to the Instructional Improvement System requirements for school districts. Ability to collect, analyze and synthesize data for use in decision making. Computer proficiency and application skills in using statistical analysis tools. Demonstrated ability to interpret and summarize data, present data in a variety of formats appropriate for the specific audience, and prepare written and oral reports. Skill in project management and portfolio management (multiple simultaneous projects). Ability to work and communicate effectively as liaisons among the internal operational departments, business process owners, and end users (schools and department personnel) as well as state representatives and external providers.

REPORTS TO:

Director of Research, Assessment and Evaluation

JOB GOAL

To design and implement integrated data systems to collect and manage complex datasets for the district's Instructional Improvement System (IIS) to meet state requirements. To coordinate the data analyses and reporting functions for student achievement, teacher/principal evaluation, and other related accountability areas, to support stakeholder's instructional decision-making needs.

SUPERVISES:

N/A

PERFORMANCE RESPONSIBILITIES:

- * (1) Support the design and development of the district's Instructional Improvement System (IIS), consisting of integrated and linked student achievement, teacher/principal evaluation, and professional development components, in compliance with Florida statutes.
- * (2) Ensure that the development of the district's IIS functions and features meet state-required specifications for Florida school districts.

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- * (3) Serve as the department liaison among the internal operational departments, business process owners, co-developers and end users in the development, pilot and roll-out of the IIS components.
- * (4) Based on the informational needs of the district, determine and design the best and most feasible models and establish the development plan, including scope of work, time lines and project resource requirements.
- * (5) Establish the data collection methodology by identifying the applicable data elements, sources of available data, and if not readily available, the most efficient method for collecting the data.
- * (6) Assist in multi-school and/or system-wide data analysis for program evaluation, teacher/principal evaluation and/or school performance to determine best practices.
- * (7) Prepare training materials and deliver in service for teachers and principals on the use of the Instructional Improvement System for staff evaluations, assessment, MTSS and professional development.
- * (8) Interpret data analyses to summarize research findings, present data in a variety of formats appropriate for the specific audience, and prepare written reports and oral presentations.
- * (9) Respond to inquiries or concerns in a timely manner.
- * (10) Keep the immediate supervisor/director informed, through appropriate channels, of potential problems or unusual events.
- * (11) Keep well informed about current trends and best practices and maintain expertise in assigned areas in order to fulfill project goals and objectives.
- * (12) Promote and support professional growth for self and others.
- * (13) Develop annual goals and objectives consistent with and in support of District goals and priorities.
- * (14) Maintain a network of peer contacts through professional organizations.
- * (15) Represent, consistently, the District in a positive and professional manner.
- * (16) Demonstrate initiative in identifying potential problems or opportunities for improvement and take appropriate action.
- * (17) Use appropriate styles and methods to motivate, gain commitment and facilitate task accomplishment.
- * (18) Perform other incidental tasks consistent with the goals and objectives of this position.

PHYSICAL REQUIREMENTS:

Light work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently as needed to move objects.

TERMS OF EMPLOYMENT:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

Job Description Supplement No. 11

*Essential Performance Responsibilities