Penn Manor School District - Position Description

Data Specialist

Department: Technology Services
Location: District
Salary: Classified - SRI 24
Status: Salaried Position – 12 Month, Year Round
Reports To: Technology Director

Purpose and Scope of Responsibilities

Under the leadership of the Technology Director, the Data Specialist serves as the primary coordinator and support person for district data coordination, management and reporting. Support includes the accurate preparation and integration of data between systems, development of reports and dashboards for district staff, preparing data for required state reports, and troubleshooting software systems in a mixed platform, multivendor environment.

Essential Functions

This position interfaces with staff and faculty on a continual basis and requires a high degree of interpersonal skill and human relations ability. All job functions are to be executed with high quality customer service. Customers include staff, teachers, students, parents and community members. Examples demonstrative of high quality service may include, by are not limited to prompt responses to inquiries, professional and courteous verbal and non-verbal communication, and proactive problem solving.

1. Gather data from various district sources (Sapphire, DIBLES, PSSA, Benchmarks, SAT etc.) and compile into a useable format to analyze and present results to district faculty and administration. Designs reports and data dashboards for personnel based on specific instructional and department needs.

2. Ensure district data is accurately and consistently maintained and troubleshoot inconsistencies. Assist staff with correctly entering data into student and business system while conforming to state and district standards.

3. Coordinate creation, management and reporting of student accounts and scores in ALEKS, DRC, CDT, Keystones, Study Island, benchmarks and other assessment or instructional systems.

4. Maintains procedural knowledge of state and federal guidelines for data reporting as well as technical knowledge of the systems used. Assists with accurate and timely PDE PIMS and federal report creation, validation and submissions; notifies staff of timelines, needs and requirements.

5. Performs database and application integration and interchanges between locally developed systems and vendor-supplied applications.

6. Manages data loading and maintenance in Sapphire Assessment Tracker; manages Sapphire Analysis Reporting tools and prepares accurate reports for staff.

7. Provides professional development and training for staff to achieve and maintain quality data systems with consistent data collection in compliance with district and state standards.

8. Assists with coordination and troubleshooting of database and software systems, including the student management system and business system.
9. Provides and facilitates data mining, decision-support services and reporting for instructional and operational personnel. Prepare third-party data requests as required.

10. Develops and manages internal data-integrity, system designs, business-logic rules and procedures for district instructional, operational and business data.

11. Remains current in the IT field by participating in workshops, seminars and certification programs.

12. Collaborates with the Technology Team in a professional manner to provide customer focused IT solutions for district students, teachers and staff. Assists with technology support, troubleshooting and training.

13. Performs other duties as assigned by the Technology Director or district Leadership Team.

Marginal Functions

Marginal functions will vary with the specific assignment and depend on the particular function for which the personal is responsible.

Knowledge and Skill Requirements

Education Required: Associates or Bachelors degree in a related field

Certifications Desired: Related database, data reporting software and/or programming certifications.

Experience Required: 2 - 3 years broad technical experience in a mixed platform environment. Demonstrated fluency in common data reporting and manipulation tools such as Crystal Reports, Cognos, and Excel. The ideal candidate will have data warehouse, SQL and programming knowledge and experience.

Other Qualifications: Good oral and written communication skills and the ability to present information effectively. Exceptional attention to detail. Excellent technical problem solving skills. Maturity and integrity when handling confidential data. Flexibility and capability to manage multiple tasks. Ability to prioritize and work both independently and within a team.

Physical/Mental/Environment Requirements

Sit: 75%
Walk/stand: 25%
Lifting: Up to 50 pounds (Computers, printers and technology equipment)
Vision: Must concentrate at close vision for extended periods of time.
Environment: Normal office and school building environment
Mental: Ability to interpret, analyze, and problem solve detailed written and verbal communications.

The position requires a valid Pennsylvania driver’s license and access to personal transportation.

Board Approved April 1, 2013