

## **PENN MANOR SCHOOL DISTRICT**

**TITLE:** Data Coordinator

**DATE:** 03/26/2018

**REPORTS TO:** Technology Director

**APPROVED:**

**JOB SUMMARY:** The Data Coordinator is responsible for district data management and reporting and serves as the technical support lead for the student information system. Responsibilities include the accurate analysis, preparation, integration, and reporting of data in software systems, development of data procedures and processes, preparing and submitting data for state reports, and managing all functions of the student information system. 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, but are not limited to prompt responses to inquiries, professional and courteous verbal and non-verbal communication, and proactive problem solving.

### **PRIMARY DUTIES AND RESPONSIBILITIES:**

1. Coordinates data entry, data maintenance, and data quality in district software systems for PDE-required PIMS reporting and federal reports; uploads PIMS files to the state system, address errors resulting from file upload, and ensures report submissions are accurately completed by state-identified deadlines.
2. Maintains expert procedural knowledge of state and federal guidelines for data reporting as well as technical knowledge of local software systems; responsible for accurate and timely PDE PIMS and federal report creation, validation and submissions; notifies staff of timelines, needs and requirements.
3. Coordinates and provides technical support for data prepared by staff including, but not limited to, Child Accounting, Special Education, Human Resources, school secretaries, and school administrators for local district reports and PIMS/federal reports; oversees student registration.
4. Assists with coordination and troubleshooting of district data software systems; serves as the district technical expert on the student management system, and works with district software vendors in handling changes to PIMS reporting and instructional system updates.
5. Performs database and application integration and interchanges between locally developed systems and third-party applications; creates and manages student accounts and records in external assessment, communication, and instructional software systems.
6. Provides professional development, training, and technical support assistance for staff to achieve and maintain quality data systems with consistent data collection in compliance with district and state standards.
7. Provides and facilitates data uploading, data mining, decision-support services, and reporting for instructional and operational personnel; prepares third-party data requests as required.
8. Develops, documents, and manages software procedures, business-logic rules, and processes for assessment, instructional, operational, and business office data.
9. Remains current in the IT field by participating in workshops, seminars, and certification programs.
10. Collaborates with the Technology Team in a professional manner to provide customer focused IT solutions for district students and staff. Assists with technology support, troubleshooting, and training.
11. Performs other duties as assigned by the Technology Director or district Leadership Team.

- QUALIFICATIONS:** Three years years broad technical experience and fluency with data manipulation and reporting tools such as Access, Cognos, and Excel is required.  
SQL, relational database management, and/or programming experience is required.  
Associates or Bachelors degree in a related field preferred.  
Experience using K12 Sapphire Software and PDE PIMS is preferred.  
Valid Pennsylvania driver's license and access to personal transportation required  
Submission of pre-employment medical examination (Section 148 of the Pennsylvania School Code)  
Submission of a report of criminal history record from the Pennsylvania State Police (Section 111 of the Pennsylvania School Code)  
Submission of a clearance report from the Pennsylvania Department of Public Welfare in accordance with Act 151 of 1994  
Submission of Federal Criminal History Record in accordance with Act 114 of 2006  
Alternatives to the above qualifications as the Board may find appropriate and acceptable
- PHYSICAL DEMANDS:** Ability to reach above and below the waist  
Ability to use fingers to pick, feel and grasp objects  
Ability to lift and/or carry supplies and/or papers weighing no more than 25 lbs.  
Ability to mostly sit with some walking and standing or moving throughout the work environment
- SENSORY ABILITIES:** Visual acuity  
Auditory acuity
- WORK ENVIRONMENT:** Normal school building environment  
Subject to inside environmental conditions
- TEMPERAMENT:** Must possess excellent interpersonal skills  
Must be able to work in an environment with frequent interruptions  
Able to make judgments and work under high level of stress  
Flexibility and capability to manage multiple tasks  
Maturity and integrity when handling confidential data  
Ability to prioritize and work both independently and within a team
- COGNITIVE ABILITY:** Ability to communicate effectively  
Ability to organize tasks  
Ability to handle multiple tasks  
Ability to exercise good judgment  
Ability to interpret, analyze, and problem solve detailed and highly technical written and verbal communications
- SPECIFIC SKILLS:** Must possess computer skills  
Good oral and written communication skills and the ability to present information effectively.  
Exceptional attention to detail  
Excellent technical problem solving skills

*(Reasonable accommodations may be made to enable a qualified individual with a disability or disabilities to perform the primary duties and responsibilities of the job.)*

*Pending Board Approval April 2018*