

INSTRUCTIONAL DATA MANAGER

DEFINITION:

The Data Manager will develop and pilot an internal system specific to the development of data delivery systems (e.g. data dashboards) for schools in the lowest performing schools integrated with current district-wide data retrieval systems. The Data Manager will ensure accuracy of multiple points of data input and dashboard reporting/monitoring especially for the lowest performing student groups within the schools; intended to better target interventions to low-achieving students. The Data Manager will develop and implement concise and specific data presentation systems for ease of data analysis by teachers as well as being relevant to the needs as determined by the school administration and Curriculum departments.

ESSENTIAL FUNCTIONS:

(Essential functions, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills and other characteristics. This list of tasks is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and tasks performed by positions in this class).

REPORTS TO: Information Technology

TASKS:

Assist with technology training in other program specific software
Conduct instructional data management training for all Administrative personnel as requested
Provide training opportunities and recommendations for database and report generation
Identify and conduct training on error checking and data input solution to authoritative data systems
Create, plan, and organize faculty meetings/staff development to build and improve relationships within faculty members and administration team
Work with Professional Development to develop a New Teacher Orientation training program which relevant to instructional data presentation and management. Assist teachers with troubleshooting and training on instructional data presentation systems
Communicates with teachers, administrators, parents, students, IT personnel, school registrars, computer clerks, advisory period teachers and truancy officers
Assist with other technology projects as designated by IT
Develop instructional data reports as required
Develop presentation systems (data dashboards) Troubleshoot data input problems in student information system design the ad hoc reports that will provide data, both for compliance areas and for program and service areas, train teachers how to read reports, use features in student information systems for caseload management.

KNOWLEDGE, SKILLS AND OTHER CHARACTERISTICS:

Knowledge of database systems, OLE DB, ODBC, SQL, SQL Reporting Services and programming concepts.
Knowledge of Microsoft Office Products.
Knowledge of instructional data analysis.
Knowledge of Student Information Systems data storage process in areas such as attendance, census etc.
Demonstrated patience working in a fast paced environment.
Ability to work with a wide range of staff and diverse student population.

PHYSICAL REQUIREMENTS:

Work is performed in an indoor environment. Work requires frequent sitting, repetitive motion, vision to monitor and lifting up to 15 pounds.

QUALIFICATIONS:

Bachelor's degree required
Master's degree in education, technology or other closely related field preferred.
Bilingual Spanish/English preferred.
At least 3 years working in a field that interfaces with training in an educational or business setting.

Depending on the needs of the District, some incumbents in this class must be able to demonstrate fluency in both Spanish and English as a condition of employment.

