

CHARIHO REGIONAL SCHOOL DISTRICT

Job Description



Position Title Data Specialist
Reports To Director of Instructional Technology and Information Systems
Level/Grade
Type of position: 12 Month 10 Month Contractor Extra Curricular

Responsible for data management, reporting, and the general support of data management systems throughout the school district.

Qualifications

- Associate's Degree in technical field preferred, Bachelor's Degree in technical field preferred
- Experience with data and systems management, data quality standards, Microsoft Excel, SQL, and Crystal Reports (or similar tool)
- Experience with student information systems, PowerSchool preferred
- Experience in the use of instructional technology preferred

Essential Duties and Responsibilities (*other duties may be assigned*)

- Provide support for student information system (currently PowerSchool).
- Establish procedures to ensure data quality
- Maintain and develop reporting solutions as required internally and externally, including those required by the RI Department of Education.
- Create and maintain user accounts and passwords.
- Configure and maintain data synchronization for ancillary systems.
- Provide general technical assistance to the user community, including help desk support.
- Provide teacher and staff training as appropriate.
- Collect data by identifying sources of information; designing survey and collection methods.
- Organize information by studying, analyzing, interpreting, and classifying data.
- Resolve retrieval problems by altering design to meet requirements
- Prepare reports by collecting, analyzing, and summarizing information.
- Prepare references for users by writing operating instructions.
- Maintain historical records by documenting systems changes and revisions.
- Establish and revise databases by conferring with analysts and programmers to code and retrieve data.
- Maintain database by entering data.
- Additional duties as assigned by the Superintendent of Schools and Director of Instructional Technology and Information Systems.

Supervises

N/A

Skills Required

- Ability to read, analyze, and interpret general business periodicals, professional journals, test data, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups, staff, parents, and the general public.
- Ability to calculate figures and amounts.
- Ability to utilize current technology for communication, data analysis, and access to research and instruction.
- Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret a variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.
- Ability to apply knowledge of current research and theory in specific field. Ability to establish

and maintain effective working relationships with students, staff, and the community. Ability to communicate clearly and concisely both in oral and written form. Ability to perform duties with awareness of all district requirements and school committee policies.

Physical Demands

- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- While performing the duties of this job, the employee is regularly required to stand, walk, sit, and talk or hear. Specific vision ability required by this job includes close vision and distance vision. Frequently, driving is required to meet the demands of this job. Occasionally, yet essential to this position, the individual must meet deadlines with severe time constraints and interact with the public and with other workers. The position may require the employee to work irregular or extended hours, direct responsibility for the safety, well being, or work output of other people, and meet multiple demands from several people.

Work Environment

- The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- The noise level in this environment may be loud, depending upon the activity in the particular part of the day and location.

Education Requirements

Associates Degree (technical field)

Terms of Employment

Work year, salary, and benefits established by the School Committee.

Creation Date: 3/1/2014

Revised Date: 8/1/2014, 9/2/2015

The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.