

Vail School District
Job Description

Job Title: DIRECTOR OF STUDENT DATA

Department: Technology

Reports To: Chief Information Officer

FSLA Status: Exempt

Level: 24, Professional Contract

Created: May 17, 2016

SUMMARY

Responsible for providing assistance and support to district staff and external clients on State reporting procedures, rules, and reporting issues in order to maximize the receipt of eligible funding.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Assists school personnel in configuring bell schedules, class calendars, and attendance configuration. Provides additional support to district sites for technical support issues related to PowerSchool.
- Acts as the district's liaison for State compliance and interfaces with State department staff. Stays abreast of State rules and regulations.
- Develops, implements, and delivers training and support to district special education and English Language Learners (ELL) staff on State rules and procedures, as well as training and support on State integrity error corrections. May supervise and provide training to data entry personnel on State reporting requirements.
- Manages the District's State Reporting Support Program that would include, but not be limited to: supporting and training on State rules and procedures, reporting data/system defects and reporting errors to the Arizona Department of Education (ADE) for resolution and follow up; assisting with State data processing and data error reporting to ADE; and maintaining and tracking a list of open issues.
- Develops, implements, and maintains a program to provide fee-based State reporting support and training to external school clients for uploads and error files, compliance, and technical support issues.
- Recommends and implements changes in procedures to ensure the consistency of data entry into PowerSchool and State reporting.
- Researches potential clients for the State Reporting consortium, initiates contacts with appropriate representatives; schedules presentations; prepares intergovernmental agreements or service support agreements; schedules and is responsible for implementation of the State Reporting support training; and schedules, develops and delivers training and client support.
- Maintains and updates the State Reporting client information database, and ensures client satisfaction by responding to client inquiries and requests for support and assistance in a timely and professional manner.
- Regularly attends State Reporting training provided by ADE.
- Works closely with District's Business Office to verify enrollment figures and funding levels.
- Works closely with the district's Business Office to ensure proper procurement activities,

agreements and documentation, client payments, recordkeeping, and reporting are accurate, timely, and complete.

- Makes recommendations to update the district's technology infrastructure requirements to support State Reporting activities within the District.
- Provides support for Joint Technology Education District (JTED) projects and initiatives within the district. Assists with JTED data reporting and training to District staff.
- Provides district office staff with light technical support, as appropriate and as required.

SUPERVISORY RESPONSIBILITIES

None. May provide indirect supervision to data entry personnel during State Reporting activities.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

EDUCATION and/or EXPERIENCE

- A bachelor's degree in education, business administration, public administration, or information technology, with appropriate education coursework.
- Minimum 5 years experience with K-12 school finance, State Reporting data collection and State reporting, or other relevant student database system.
- Or an equivalent combination of relevant education, training, and/or experience as approved by the Superintendent.

ABILITIES

- Strong organizational and interpersonal skills.
- Self-motivated and self-directed, highly organized, and detail-oriented.
- Professional demeanor with strong ethical standards and ability to adapt to change.
- Strong computer skills (Macintosh and DOS/Windows) and trouble-shooting skills.
- Ability to work within budgetary and procurement guidelines and to support District goals and objectives.
- Proven ability to work in a fast-paced, demanding environment, on multiple projects simultaneously both as a team member and individually.
- Ability to work effectively with others of diverse backgrounds and various education levels and to establish and maintain effective working relationships as necessitated by work assignments.
- Ability to train and communicate with non-technical staff including the ability to present complex concepts in easily understood graphical or visual presentations.
- Flexibility to travel, as required.

LANGUAGE SKILLS

Ability to listen and obtain clarification. Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Ability to read, analyze, and interpret a variety of correspondence, reports, forms, safety rules, operating and maintenance instructions, procedure manuals, technical procedures, and government regulations. Ability to prepare correspondence, reports, forms, evaluations, and policies; and to respond to common inquiries or

complaints using prescribed formats and conforming to all rules of punctuation, grammar, diction, and style. Ability to effectively communicate to a variety of audiences, including employees, students, parents, community members, Governing Board, and the general public.

CUSTOMER SERVICE SKILLS

Ability to manage difficult or emotional situations. Responds promptly to staff and customer needs, solicits feedback to improve service. Responds to requests for service and assistance. Meets commitments.

ETHICS, JUDGEMENT, PROFESSIONALISM

Treats others with respect and dignity. Upholds organizational mission, vision, and values. Demonstrates willingness to make decisions. Exhibits sound and accurate judgment. Supports and explains reasoning for decisions. Includes appropriate people in decision-making process. Makes timely decisions. Approaches others in a respectful manner. Reacts well under pressure. Accepts responsibility for own actions.

MATHEMATICAL SKILLS

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret graphs and charts.

REASONING ABILITY

Ability to apply common sense, understanding to carry out instructions furnished in written, oral or diagram form. Ability to deal with problems involving several concrete variables in standardized situations. Identifies and resolves problems in a timely manner. Gathers and analyzes information skillfully, developing alternate solutions. Works well in group problem solving situations. Uses reason when dealing with emotional topics and situations.

CERTIFICATES, LICENSES, REGISTRATIONS

Valid Arizona fingerprint clearance card. Valid Arizona driver's license and proof of Arizona minimum automobile insurance.

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.

While performing the duties of this job, the employee is regularly required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee frequently is required to climb or balance and stoop, kneel, crouch, or crawl. The employee must regularly lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, color vision, peripheral vision, and ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. The primary work environment is indoors. The noise level in the work environment is usually moderate.

TRAVEL

This position requires the employee to be able to travel efficiently between the District Office and local or regional destinations. Most travel is between the District Office and its schools and/or work sites. Occasional travel in-state by car or airplane.