

## **Vail School District Job Description**

**Job Title:** Student Data Coordinator  
**Department:** Facilities/Special Ed/Curriculum  
**Reports To:** Administrative Service Specialist  
**FLSA Status:** Non-exempt  
**Classification:** Level 8  
**Updated:** 5/4/06

**SUMMARY:** Responsible for maintaining and preparing student assessment reports and data for use in the development of reports and presentations.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

Maintain databases of student assessment data for use by district administration.

Maintain various reports on student data using a variety of software applications.

Maintain design charts, graphs, and tables of data as needed.

Assist with maintenance of data on student assessments, test scores, figures on attendance and enrollment.

Assist with integrating the use of other web-based software with Power School.

Maintains project documentation such as blueprints, submittals and warranty information.

Assist with the upload/download of data into computer applications utilized by the district.

Attend training and planning sessions as needed.

Provide clerical assistance as needed.

**SUPERVISORY RESPONSIBILITIES:**

This position has no supervisory responsibilities.

**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. Reasonable accommodations may be made to enable individuals to perform the essential functions.

**EDUCATION and/or EXPERIENCE:**

**REQUIRED:**

- High school diploma or general education degree (GED)
- Two years of college coursework supplemented by computer application coursework or equivalent.
- Expertise in computer software application including word processing, database, and spreadsheets with two years related experience.
- Any equivalent combination of related experience and/or training; or equivalent combination of education and experience.

**DESIRED:**

- Previous experience in a school setting.
- Three years of basic computer experience.
- Experience with Microsoft and Power School software.
- Experience in auditing attendance records.
- Experience with Arizona Required reports and reporting procedures.

**LANGUAGE SKILLS**

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively to employees of the organization. Computer and typing skills are required.

**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.

**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. Ability to evaluate written materials.

**CERTIFICATES, LICENSES, REGISTRATIONS**

None

**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; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. Specific vision abilities required by this job include close vision, peripheral vision, and ability to adjust focus. Work involves sitting for extended periods of time. Verbal communicative ability may be required of public contact positions.

**WORK ENVIRONMENT**

Indoor. Office environment. Contact with employees, students, and public. The noise level in work environment is usually moderate.