

JOB DESCRIPTION

POSITION TITLE: Student Support Data Facilitator	JOB CODE: 415D
DIVISION: Chief of Staff	SALARY SCHEDULE: Professional/Supervisory Support
DEPARTMENT: Policy, Planning and Student Support	WORK DAYS: 238
REPORTS TO: Director, Student Support	PAY GRADE: NK04
FLSA: Exempt	PAY FREQUENCY: Monthly
PRIMARY FUNCTION: Coordinates maintenance, analysis, and distribution of reliable and efficient student data enabling the district to effectively achieve its goals; provides adequate and appropriate technical support to assist school and district personnel in Policy, Planning, and Student Support data activities.	

REQUIREMENTS:

1.	Educational Level: Bachelor Degree or its equivalent (2 years similar work level experience = 1 year of college). A combination of experience and education may be used to meet the Bachelor Degree requirement.
2.	Certification/License Required: MCTS: Querying Microsoft SQL Server 2012/2014 preferred
3.	Experience: 2 years of work experience with a variety of data types, SQL, Excel, data visualization, etc.
4.	Physical Activities: Routine physical activities that are required to fulfill job responsibilities
5.	Knowledge, Skills, & Abilities: Written and oral communication; considerable knowledge of computerized information systems including the operation and maintenance of data files; ability to establish and maintain effective working relationships with staff, fellow employees, and the general public; ability to interpret computer terminology, data, standards and instructions and relate information to the particular system; proficient in Microsoft TSQL Querying and all Microsoft Office applications including Access, Excel, Word, and PowerPoint; ability to plan, organize, and execute detailed plans for data collection and analysis; ability to work independently and with a team to accomplish short and long term goals; ability to understand scope of K-12 education; experience with data extraction, reporting and analysis tools is preferred

The Board of Education and the Superintendent may accept alternatives to some of the above requirements.

ESSENTIAL DUTIES:

1.	Demonstrates prompt and regular attendance.
2.	Responsible for analysis of data required for local, state, and federal reporting through a liaison role with academic, administrative, technology, and data-processing personnel.
3.	Assists in the design, development, and implementation of computerized data files and information systems within Policy, Planning, and Student Support.
4.	Assists Student Support in training of local school personnel regarding discipline data entry.
5.	Serves as point of contact for local school discipline clerks.
6.	Assists local schools in resolving District discipline errors on a continuous basis.
7.	Responds to state error reports regarding student discipline.
8.	Works with school clerks to help resolve State discipline errors.
9.	Keeps abreast of changes in State reporting requirements and procedures.
10.	Attends appropriate meetings and seminars as directed for development of student discipline data collection.
11.	Assists with data entry and review for student transfer applications.
12.	Performs other duties as assigned by the appropriate administrator.

Signature of Employee _____ Date _____

Signature of Supervisor _____ Date _____