

Union Public Schools Job Description

Position Title: Data Systems Manager
Department: Teaching and Learning
Reports To: Director of Enrollment

FLSA Designation: Exempt

SUMMARY: Analyzes data, provides data management for district, state, and federal reports, and includes innovative process for best practice.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *Other duties may be assigned.*

- Identifies, secures, cleans, formats, and analyzes different types of data to improve and report educational performance.
- Provides direct analysis and data entry for district, state, and federal reporting.
- Monitors and evaluates both the effectiveness of the district and state student information systems with emphasis in providing processes for best reporting practice.
- Provides leadership, organization, and training in best practice for data management.
- Attends ongoing meetings and trainings offered by the district and related database providers.
- Takes initiative to learn new skills and innovates by reflecting on services.
- Supports the district goal of 100% graduation and college/career readiness.
- Maintains and leads in the transformation of systems of service by practicing district core values.
- Reflects regularly with colleagues and school leadership on district goals, performance, and progress.
- Develops and leads in ongoing training that meets the needs of system users and provides electronic procedural manuals.
- Leads in maintaining system securities and tailors practice to strengthen data cleanliness.
- Works well with both supervisors and other members of the team.
- Maintains consistent and punctual attendance.
- Performs other duties assigned by supervisor or administrator.

SUPERVISORY RESPONSIBILITIES: Directly process and provides best practices in data management to District Registrars and Site Support.

QUALIFICATION REQUIREMENTS: *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, physical stamina, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

EDUCATION and/or EXPERIENCE: Degree in computer related field or educational/school experience. Additional relevant work experience may enhance any formal education requirements.

CERTIFICATES, LICENSES, REGISTRATIONS: None required but may be applicable to work required (i.e., Teaching Certificate, Technology, Database, and Application related certificates).

TECHNICAL SKILLS: The ability and knowledge to perform computer related tasks specific to relational databases that would be desirable may include some computer language and applications. These are not required but may comprise of but not limited to Excel, Structured Query Language (SQL) and Data Analysis Expressions (DAX), and data visualization applications such as Microsoft Power Business Intelligence.

LANGUAGE SKILLS: Ability to read, analyze and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to write reports, correspondence and manuals. Ability to speak effectively before administration, staff, parents and students. Ability to communicate orally and in writing.

MATHEMATICAL SKILLS: Ability to work with basic mathematical concepts and ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations. Ability to analyze and interpret statistical data to communicate clearly to system users. Ability to apply inferences from statistical data.

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 or where only limited standardizations exists. Ability to interpret a variety of instructions furnished in written, oral, diagram or schedule form.

OTHER SKILLS and ABILITIES: Ability to operate a computer and related software. Ability to apply knowledge of current research and theory to instructional program; Ability to plan and implement professional development based on District objectives; ability to establish and maintain effective relationships with administrators, faculty, and parents. Ability to work independently and to initiate and complete projects with little or no direct supervision. Ability to perform duties with awareness of all District requirements and Board of Education 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 and talk or hear and sometimes walk and sit. The employee is occasionally required to bend or twist at the neck more than the average person. While performing the duties of this job, the employee may occasionally push or lift up to 50 pounds such as boxes of books. The employee is directly responsible for safety, well-being, and work output of other people. Specific vision abilities required by this job include close vision such as to read handwritten or typed material, and the ability to adjust focus. The position requires the individual to meet multiple demands from several people and interact with the public and other staff.

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 the work environment is moderate to loud. The employee is directly responsible for safety, well-being and work output of other people.