

## **DISTRICT DATA COORDINATOR**

**Location:** Waverly Central School District  
**Classification:** Competitive  
**Salary:** To be determined  
**Adopted:** 06/21; Tioga Co. Personnel & Civil Service

**DISTINGUISHING FEATURES OF THE CLASS:** This is a professional administrative position responsible for the accurate and timely submission of the District's reporting to State government of all student enrollment, demographic, and other related records. This includes a systems approach towards the District's procedures and processes for managing student enrollment, electronic movement and storage of student information. The position requires knowledge and understanding of all District data management systems and involves a considerable degree of independence in carrying out assigned duties. The work is performed under the direction of the School Superintendent and or his/her designee. Does related duties as required.

### **TYPICAL WORK ACTIVITIES:** (Illustrative only)

- Provides data analysis, data verification, data corrections and ensures data accuracy;
- Coordinates all efforts required by the New York State Education Department (NYSED) and implements statewide data warehouse and federal and state reporting requirements;
- Assumes and manages the data warehouse system administration for the District as well as the New York State Student Identifier System (NYSSIS) administration and NYSED Delegated Account System (SEDDAS) administration duties for the District;
- Works closely with computer services personnel to meet and accurately report student information;
- Work with computer staff on supports, needs and requirements of other computer systems related to student services such as creating and generating unique reports that augment system reports for District analysis and review, and providing direction to District personnel for error correction within source systems; at times taking direct responsibility for data correction;
- Coordinates and facilitates District data team meetings;
- Communicates data governance across District departments;
- Provides status reports to the Superintendent regarding the District's compliance and responds to requests for data for analysis purposes;
- Monitors compliance regarding data standards and maintenance of records;
- Acts as a liaison between the District and NYSED;
- Secures certification of data by the Superintendent in accordance with NYSED certification schedule;
- Directs and assists in the direction of data analysis;
- Develops reports related to student data;
- Prepares and interprets student data reports;
- Develops, coordinates, plans and implements trainings for District personnel on systems and/or NYSED initiative related to data analysis and reporting.

**FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:** Thorough knowledge of computer data coordination; working knowledge of the applications of major types of computer hardware and software; ability to plan, organize and manage the implementation of projects; ability to communicate effectively both orally and in writing; excellent interpersonal skills demonstrated by an ability to work cooperatively with people, collaboratively as a team and independently to meet deadlines. Must be creative, flexible, persuasive and exhibit initiative and resourcefulness; physical condition commensurate with the demands of the position.

### **MINIMUM QUALIFICATIONS (Either):**

- a. Graduation from a regionally accredited or New York State registered college or university with a bachelor's degree in computer science or a closely related field and one (1) year of full-time experience in the use of technology as it relates to computer data coordination; **OR**

2. District Data Coordinator

- b.** Graduation from a regionally accredited or New York State registered college with an associate's degree in computer science or a closely related field and three (3) years of full-time experience as defined in (a); **OR**
- c.** Graduation from high school or possession of a high school equivalency diploma and five (5) years of full-time experience as defined in (a); **OR**
- d.** An equivalent combination of training and experience as defined by the limits of (a), (b) and (c).