

SCHOOL INFORMATION SYSTEMS DATA MANAGER

DISTINGUISHING FEATURES OF THE CLASS: This is professional level work involving management of the student information systems in a school district. The incumbent of this position is responsible for the ongoing configuration, implementation and operation of the student information system, including training and support services for end-users, management of data entry, ensuring data accuracy, coordination and support of integration with other district school information software, as well as management of all aspects of reporting and scheduling functions. Additionally, the incumbent serves as Chief Information Officer (CIO), with responsibility for analysis of data and data systems, directing or assisting with the direction of instructional development and improvement initiatives, related reports and statistics, and generally ensuring compliance with NYSED (New York State Education Department) requirements. Work is performed under minimal supervision of school administrators, requiring the exercise of independent judgment in carrying out details of the work. Supervision may be provided to subordinate clerical and technical employees. Performs related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Manages of all aspects of implementation, utilization, and support of school/student information data system;

Manages data collection from various school and community sources;

Systematizes, organizes and integrates data, including necessary data preparation for analysis, district studies, state reports, etc.;

Monitors and oversees all school administration and student information software and database daily operations, implementation and use;

Manages user security, access and password generation, and maintains and troubleshoots same;

Provides training and first-line support for instructional and administrative staff with respect to school/student information database, reporting, and all other applicable functions;

Manages, troubleshoots, and ensures accurate production processes for report cards, progress reports and other system-generated communications to parents and community;

Monitors and ensures accuracy of data, statistics and reports, in compliance with all applicable data and records maintenance standards and requirements;

Works closely with instructional and administrative staff to develop, customize and implement ongoing changes and improvements to school/student information systems to meet school district needs and NYSED reporting requirements;

Directs or assists in the direction of data analysis activities and data system-related instructional improvement initiatives;

Troubleshoots and supports all school administration and student information software and database systems, and coordinates with IT Department for maintenance, upgrade, etc.;

Coordinates and facilitates integration between all school/student data and information software and programs;

Coordinates and facilitates school/student information data team meetings and activities;

Works closely with school administrators to identify training needs for instructional, administrative and support staff, and to plan curriculum and staff development initiatives;

Coordinates with Director of IT relative to grants, applications, administration, and special projects;

SCHOOL INFORMATION SYSTEMS DATA MANAGER (cont'd)

Works with Director of IT to test and evaluate new system software and/or changes, additions to school/student data information systems;
Serves as district liaison with the NYS Regional Information Center (RIC), and attends all RIC meetings for CIOs and users of supported student systems;
Provides first level support to administration and professional staff relative to data information, reporting and analysis;
Responds as needed to inquiries about statistical procedures and information, and provides any necessary correspondence or reports;
Ensures district's compliance with any State Education Department data administration and reporting regulations, procedures, deadlines, including but not limited to VADIR and BEDS reporting, etc.
Evaluates and recommends necessary upgrades and technological acquisitions relative to school district data, information and communication systems, on an ongoing basis;
Performs a variety of related activities as required.

Typical Work Activities are intended only as illustrations of possible types of work that might be appropriately assigned to an incumbent of this title. Work activities that do not appear above are not excluded as appropriate work assignments, as long as they can be reasonably understood to be within the logical limits of the job.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of database management systems and design methods; good knowledge of the procedures used in compiling, tabulating and verifying statistical data; good knowledge of database programming applications; good knowledge of computer hardware and software capabilities; ability to analyze database requirements; ability to prioritize and meet deadlines; ability to manipulate data and to produce various formats such as reports, tables, charts, etc.; ability to plan and direct the work of others; ability to communicate ideas clearly and effectively, both orally and in writing; ability to establish and maintain effective working relationships; ability to understand and follow complex oral and written instructions; good judgment; dependability; tact; courtesy; initiative.

MINIMUM REQUIREMENTS: Either

- a) Master's Degree in statistics, information technology or a related field, and four (4) years experience in the field of information technology, computer software, statistical analysis, educational measurement, applied research design or related experience; or
- b) Bachelor's Degree in statistics, information technology or a related field, and six (6) years of experience as described in a) above; or
- c) Bachelor's Degree and eight (8) years of experience as described in a) above; or
- d) An equivalent combination of training and experience as described in a), b) and c) above.

PLEASE NOTE: Education beyond the secondary level must be from an institution accredited or recognized by the Board of Regents of the New York State Department of Education as a post secondary, degree-granting institution.

SPECIAL REQUIREMENTS:

Knowledge of New York State assessments, school/student information systems and related software applications.

SPECIAL REQUIREMENT FOR APPOINTMENT IN SCHOOL DISTRICTS:

In accordance with the Safe Schools Against Violence in Education (SAVE) legislation, Chapter 180 of the Laws of 2000, and by the Regulations of the Commissioner of Education, candidates for appointment in school districts must obtain clearance for employment from the State Education Department prior to employment based upon a fingerprint and criminal history background check.