

Jurisdictional Class: Competitive
Adopted: December 5, 2022

DISTRICT DATA COORDINATOR

DISTINGUISHING FEATURES OF THE CLASS: This is highly technical work performing a variety of functions related to the collection and submission of school district data to New York State and federal government entities. The position involves collecting and maintaining student demographic, enrollment, program services, and assessment data, and ensuring adherence to uploading and reporting requirements in an accurate and timely manner. The position also requires knowledge and understanding of district data management systems. The work is performed under general supervision from the district Superintendent or their designee, with considerable leeway allowed for the exercise of independent judgement in planning and executing assignments. The incumbent does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Oversees the collection, storage, and transmission of district data related to student demographics, enrollment, program services, and assessments;
Develops and manages internal policies and procedures regarding data privacy;
Verifies, corrects, and analyzes district data collected;
Transmits reports containing school district data to the New York State Department of Education (NYSED) and other government entities as required;
Assumes and manages the data warehouse system administration for the district, as well as the New York State Student Identifier System (NYSSIS) administration and the NYSED Delegated Account System (SEDDAS) administration duties for the district;
Collaborates with computer services personnel to ensure computer systems related to student services meet necessary requirements and possess the ability to create and generate unique reports required for district analysis;
Maintains compliance of data privacy laws for software and application usage/purchase;
Informs and advises the district on compliance with data protection laws;
Coordinates and facilitates district data team meetings;
Attends data council meetings and provides guidance to district personnel regarding reporting requirements for NYSED or other government entities;
Communicates information regarding data governance across district departments;
Provides status reports and analysis of the district's data reporting compliance to the Superintendent;
Monitors compliance regarding data standards and maintenance of records;
Acts as a liaison between the school district and NYSED regarding data administration and collection;
Manages complaints or breaches of the data protection plan;
Secures certification of data by the Superintendent in accordance with the NYSED certification schedule;
Develops, coordinates, plans, and implements trainings for district personnel on computer systems and/or NYSED initiatives related to data analysis and reporting.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES & PERSONAL CHARACTERISTICS:

Thorough knowledge of computer data coordination;
Working knowledge of computer hardware and software applications;
Ability to plan, organize, and manage the implementation of projects;
Ability to analyze and organize data and prepare and maintain detailed records and reports;

District Data Coordinator

Ability to communicate effectively both orally and in writing;

Ability to establish and maintain effective working relationships with others and to deal effectively with the public;

Ability to understand and follow complex oral and written instructions;

Initiative;

Sound judgement.

MINIMUM QUALIFICATIONS: Either:

- (a) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree or higher and one (1) year of experience in the field of information technology, computer software, statistical analysis, educational measurement, applied research design, or other related experience, or
- (b) Graduation from a regionally accredited or New York State registered college or university with an Associate's Degree field and three (3) years of experience as defined in (a); or
- (c) Graduation from high school or possession of a high school equivalency diploma and five (5) years of experience as defined in (a); or
- (d) An equivalent combination of training and experience as defined by the limits of (a), (b) and (c) above.

NOTE: Your degree must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree was awarded by an educational institution outside the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the Internet at <http://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.

NOTE: Your degree must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree was awarded by an educational institution outside the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the Internet at <http://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.