

SCHOOL INFORMATION SYSTEMS DATA MANAGER

DISTINGUISHING FEATURES OF THE CLASS:

This is a 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, 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 development and improvement initiatives, related reports and statistics, and requirements. Work is performed under minimal supervision of school administrators, requiring the exercise of independent judgement in carrying out details of the work. Supervision may be provided to subordinate clerical and technical employees.

TYPICAL WORK ACTIVITIES:

The following is indicative of the level and type of activities performed by incumbents in this title. It is not meant to be all inclusive and does not preclude a supervisor from assigning activities not listed which could reasonably be expected to be performed by an employee in this title.

1. Manages all aspects of implementation, utilization, and support of school/student information data system, and provides first level support;
2. Manages data collection from various school and community sources;
3. Organizes, systematizes, and integrates data, including necessary data preparation for analysis, district studies, state reports, etc.;
4. Oversees all school administration and student information software and database daily operations, implementation and use;
5. Manages user security, access and password generation, and troubleshoots related issues;
6. Identifies and provides training and first-line support for instructional and administrative staff with respect to school/student information databases, reporting requirements, and all other applicable functions; plans curriculum and staff development initiatives;
7. Ensures accurate production processes for report cards, progress reports and other system-generated communication to parents and community;
8. Monitors accuracy of data, statistics and reports, in compliance with all applicable data and records maintenance standards and requirements; responds to inquiries regarding statistical procedures, providing correspondence or reports as needed;
9. Collaborates with instructional and administrative staff to develop, customize and implement ongoing changes and improvement to school/student information systems to meet school district needs and NYSED reporting requirements;
10. Directs or assists in data analysis and data system-related instructional improvement initiatives;
11. Supports all school administration and student information software and database systems, and coordinates with IT department for maintenance, and upgrades;
12. Coordinates integration between all school/student data and information software and programs, and facilitates school/student information data team meetings and activities;
13. Assists with grants, applications, administration, special projects including testing and evaluating new system software;
14. Serves as liaison to the NYS Regional Information Center (RIC), and attends all related RIC meetings;

SCHOOL INFORMATION SYSTEMS DATA MANAGER (cont'd)

TYPICAL WORK ACTIVITIES (cont'd)

15. Ensures districts compliance with any State Education Department data administration and reporting regulations, procedures, deadlines, including but not limited to VADIR and BEDS reporting;
16. Evaluates and recommends necessary upgrades and technological acquisitions related to school district data, information and communication systems on an ongoing basis.

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES:

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

Knowledge of database management systems and design methods;

Knowledge of the procedures used in compiling, tabulating and verifying statistical data;

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 instructions;

Personal characteristics necessary to perform the duties of the position;

Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

- EITHER: (A) Master's degree in Computer Science, Information Technology or a related field;
- OR: (B) Bachelor's degree in Computer Science, Information Technology or a related field and two (2) years of full-time paid work experience in the field of statistical analysis, educational measurement, or applied research design;
- OR: (C) An equivalent combination of education, training and experience between the limits of (A), (B) and (C) above.

NOTE: Your degree or college credit 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.

ADOPTED: 10/7/2020