

Data Specialist, Technology
School District Job Description

Position Title: Data Specialist

Department: Technology

Reports To: Technology Network Coordinator

SUMMARY:

The Data Specialist is primarily concerned with the operation and tracking of data for the school system. This individual provides leadership in the area of MOSIS and the Student Information System. The employee coordinates, and may deliver, staff development on technology for the district's support staff to ensure the integrity of the student information system data. The employee works collaboratively with the other members of the school system central office staff and school building staff to use technology and include technology applications as an integral part of the total instructional program.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Other duties may be assigned.

ILLUSTRATIVE EXAMPLES OF WORK

- Provides leadership for short- and long-range planning for all data initiatives. Assist the coordinators and facilitators with implementing the system and the building-level technology and other state recommendations and guidelines.
- Plans, develops, and implements staff development activities to meet established MOSIS and Core Data requirements to ensure district staff are knowledgeable and understand steps necessary for valid district data.
- Is knowledgeable of the hardware configurations and computer-related items, as well as MOSIS, Core Data, and the Student Information System
- Assists technology users in resolving problems associated with the student information system or student data.
- Serves as the system contact for the MOSIS data collection and submission process.
- Serves as a system contact for the Student information database.
- Other duties as assigned

Acknowledged _____

Date _____

KNOWLEDGE, SKILLS, AND ABILITIES

- General knowledge of computers and related technologies as they apply to pre K-12 education.
- Ability to communicate effectively with all levels of school system staff.
- Ability to communicate effectively with all levels of technology users
- Ability to assist users and trainers with software and hardware issues related to student data and district data.
- Ability to train support staff in the use of hardware and software
- Assist in the management of financial resources.

SUPERVISORY RESPONSIBILITIES:

None

SUGGESTED TRAINING AND EXPERIENCE:

60 college hours or associate degree preferred

EVALUATION:

This position will be evaluated in accordance with Board policy on Evaluation of Support Staff Personnel.

TERMS OF EMPLOYMENT:

Twelve month contract. Salary to be established by the Board of Education.

Acknowledged _____

Date _____