



Data Research Instructional Coordinator

JOB DESCRIPTION

The Data Research Instructional Coordinator, under the supervision of the Assistant Superintendent of Curriculum and Instruction, and in partnership with the user groups, assists district and campus administrators. The Coordinator position is responsible for the planning, analysis, design, implementation, and maintenance of all District curriculum management software, including, but not limited to, School Net, MEIS-TT, and District level data. This includes data research, discovery/definition of data elements, and data modeling in both relational and multi-dimensional data structures. A primary function of this position is working with the users to determine where opportunities exist to leverage data technologies to provide the appropriate type and level of education information and research in the most effective delivery method to enhance management and operation efficiencies.

EDUCATIONAL AND CERTIFICATION REQUIREMENTS

- Bachelor's degree required
- Teacher's certification
- Master's degree in Technology, Educational Research, Educational Administration, or related fields preferred

KNOWLEDGE, SKILLS, AND ABILITIES

- Experience working with curriculum management software
- Knowledge of multi-dimensional database design
- Excellent communication skills (written, verbal and technical)
- Strong interpersonal, analytical, and problem solving skills with attention to detail

DUTIES AND RESPONSIBILITIES

1. Works closely with Curriculum Department staff to ensure coordination of District and campus data reporting needs
2. Analyzes, interprets, and prepares complex statistical data using AEIS IT, Cognos Report.Net, and other databases as needed
3. Advises administrators in the evaluation and interpretation of data for effective instruction
4. Prepares reports from disparate databases
5. Analyzes data reports as requested using established procedures
6. Performs assigned research activities in a timely manner
7. Assists in the development, design, and maintenance of a report web site for storing and disseminating findings
8. Prepares narrative and statistical reports
9. Maintains knowledge of research protocols, principles, and procedures
10. Assists with the facilitation of data design sessions and review outcome
11. Works closely with functional and technical constituents to establish technical scope and ensure that solutions satisfy district requirements while creating a sustainable and flexible environment to accommodate future needs
12. Assists in the development and implementation of best practices, data quality standards, and methodologies to guide and govern data integrity
13. Manages and coordinates the organization and successful completion of pilot and test milestones for each phase of educational intelligence data projects
14. Coordinates training activities with District and campus staff
15. Performs other duties as assigned

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MENTAL DEMANDS

Ability to communicate effectively (verbal and written), interpret policies and procedures, reason, read, understand verbal instructions, analyze, differentiate, coordinate, compile, instruct, and maintain emotional control.

PHYSICAL DEMANDS

Ability to lift and/or carry moderate weight (15-44 pounds), sit, stand, reach, repetitive hand motions, hear, speak, travel infrequently within the District and occasionally outside the district/county, may experience prolonged and irregular work hours, and work with frequent interruptions.

PAY SCALE: PE3

NUMBER OF DAYS: 226

The Judson School District considers applicants for all positions without regard to race, color, national origin, age, religion, sex, marital or veteran status, the presence of a medical condition, disability, or any other legally protected status.

**Revised
12/02/07**