DISTRICT DATA FACILITATOR

QUALIFICATIONS:

I. Education/Certification:

- Associates degree in related field
- Understanding of and experience with student information systems used to manage roster data in an educational setting
- Hold a valid State of Maine Criminal History Records Check Approval

II. Special Knowledge/Skills:

- Demonstrated knowledge of database design and data techniques
- Ability to communicate verbally and in writing
- Ability to work with people
- Ability to work independently in solving problems

III. Experience:

- Experience with student information systems (SIS) (PowerSchool experience preferred)
- Experience with relational database technologies
- Experience with data extraction, reporting and analysis tools
- Demonstrated aptitude or competence for successful fulfillment of assigned performance responsibilities

REPORTS TO:

Director of Educational Technology

JOB GOAL:

The school district Data Facilitator ensures the integrity for the school district data and functions as the key analyst, manager, and report writer of this data. This person will make the data accessible, and easy to understand so it may be used to support teaching and learning.

PERFORMANCE RESPONSIBILITIES:

- Support staff with the district's student information system (SIS) and other district data systems (library, lunch, etc.)
- Serve as the district's SIS administrator

- Train and support teachers in using aspects of the SIS for grading and posting to the parent/student portal
- Identify and resolve any data issues resulting within the district data systems
- Assist with school scheduling, enrollment, attendance and other issues within the SIS
- Develop data standards, procedures and training for district and school staff members
- Develop and maintain documentation of data systems, standards and procedures
- Import all assessment data into district SIS
- Design and implement custom pages to improve functionality of SIS
- Ensure integrity of data, verifying information regarding data quality and data completeness
- Produce data reports as requested by administration and school district staff
- Assist with federal and State reporting of school district data including exporting and uploading to external systems
- Support the RTI process by providing a system to gather and document data for use in the Student Support Teams in each school
- Assist in the design of web-based data collection projects for district and school staff
- Perform other relevant duties as identified that support the mission and vision of the Cape Elizabeth schools
- Assist staff with developing and understanding data for teaching and learning

WORKING CONDITIONS:

Mental Demands: Calculating, comparing, editing, problem-solving, evaluating, interpreting, organizing, consulting, analyzing, planning, designing, documenting, specifying, coordinating, implementing, presenting

Physical Demands: The physical demands listed here are representative of those that are required to successfully perform the essential functions of this job: sitting, standing, walking, climbing stairs, adjusting, connecting, bending, keyboarding, pulling, pushing, carrying, writing, operating computers and other equipment, using tools, and lifting or moving up to 50 pounds.

Environmental Conditions: Inside, working around moving objects, working alone

TERMS OF EMPLOYMENT:

260 day work year with the schedule at the discretion of the Director of Technology with approval of the Superintendent of Schools. Compensation in accordance with recommendations established by the Superintendent of Schools.

All programs and customization developed by the Data Facilitator while under contract will be the property of the Cape Elizabeth School Department.

EVALUATION:

The basis of the evaluation will be the extent to which the performance responsibilities of the job are successfully handled and the extent to which yearly action plans and job goals are met. The Educational Technology Director will perform the evaluation. The standards by which the job is completed or met is at the sole discretion of the supervisor.

The Cape Elizabeth School Department expects that all employees will perform assigned duties diligently, professionally and efficiently and in compliance with all district policies and procedures as well as all federal and state laws.

NOTE:

The above job description reflects the general requirements necessary to describe the principal functions or responsibilities of the job identified and shall not be interpreted as a detailed description of all work requirements that may be inherent in the job, either at present or in the future.

ADOPTED:

October 12, 2010

Revised:

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