Director of Student Data and Reporting

SUMMARY DESCRIPTION OF POSITION: The Director of Student Data and Reporting supports the Office of Chief Operating Officer and provides system wide leadership and direction in the management of Districts data to ensure compliance and accountability to federal and state regulatory authorities.

MINIMUM QUALIFICATION STANDARDS

KNOWLEDGE, ABILITIES, AND SKILLS:

- Excellent oral and written communication skills.
- Supervision of staff and project management.
- Ability to meet established deadlines.
- Ability to interpret policy, procedures, and data.

EDUCATION, TRAINING, AND EXPERIENCE: Bachelor's degree required in related field with an excellent academic record, Other combinations of applicable education, training, and experience which provide the knowledge, abilities, and skills necessary to perform effectively in the position may be considered.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Administer and enforce all enrollment, grading, scheduling standard operating procedures and timelines.
- Provide instruction and disseminates information to Principal and other school administrators regarding student information requirements for the operation of the student information system.
- Convenes regular meetings with school-based data managers to provide professional development, share information and technical support.
- Submit external reports related to per pupil funding including count day rosters and additional supplemental funding for students with special needs, as well as grant related and federally mandated reports such as the annual 3% verification of meals eligibility, and civil rights data collection.
- Verify annual Adequate Yearly Progress (AYP) / No Child Left Behind (NCLB) report cards for accuracy and submit appeals when data errors exist.
- Compile longitudinal data sets linking historical standardize test score data, internal assessments, and other academic or non-academic data elements.
- Development and maintenance of school performance dashboards that are aligned to the organizations performance management framework key metrics.
- Develop custom reports such report cards, truancy and discipline letters as well as other customizations to the system.
- Oversee the yearly enrollment process for 6 charter campuses.
- Provide technical assistance and support to Partnership schools in the areas of enrollment and scheduling.
- Assists in identifying system enhancements and in the selected of student information system related hardware and networking needs.

- Assists principal in the selection of student information managers.
- Troubleshoots operation and software problems, determines cause of error or stoppage, provide workarounds in cases where the problem is software related or escalate to system technical support if required.
- Responds to specific information requests from the school and district staff and external parties.
- Perform other duties as assigned