JOB TITLE:	COORDINATOR DATA SYSTEMS
DIVISION	ACCOUNTABILITY, RESEARCH AND SYSTEMS IMPROVEMENT
SALARY SCHEDULE/GRADE:	II, GRADE 7
WORK YEAR:	260 DAYS
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	8043
BARGAINING UNIT:	CLAS

REVISED: Submitted:

07/01/2019   06/11/2019

SCOPE OF RESPONSIBILITIES

Designs, develops, and tests software systems for assessments, surveys, and reporting. Collaborates with District and school leaders to modify systems to meet District needs. Maintains and troubleshoots systems to meet industry standards. Ensures projects are completed in a timely fashion.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Assumes responsibility for and assists designated supervisor in short-range and long-range planning as assigned

Consults with designated coordinators, program directors, and specialist to design, develop, implement, and maintain web-based application systems addressing District needs

Programs and develops specific software in support of schools and District including, but not limited to, assessments, District surveys, secure data sharing platforms, and accountability; writes code for SQL database access, modifications, and constructions including stored procedures

Leads and executes multiple concurrent projects utilizing time management, planning, organization, and communication, ensuring timely delivery of projects and providing timely status updates to management and stakeholders

Researches emerging software development technologies and/or methodologies, develops standards and processes to facilitate use of cutting edge programming languages, development tools, and programming methodologies, and implements technology processes for increasing productivity

Mentors others and works within the team to provide highly efficient solutions, reports, and products

Provides customized support, technical assistance, and professional training to schools, teachers, administrator role groups, and District departments; troubleshoots issues with existing or developed systems and works with appropriate resources to resolve issues; looks for ways to improve existing applications

Assures compliance with local, state, and federal regulations and procedures as related to data management, including ensuring student, school, and teacher data are maintained and shared securely

Assures compliance with Board Goals and Administrative Objectives related to area of assignment

Completes all trainings and other compliance requirements as assigned by the designated deadline

Performs other duties as assigned by supervisor

PHYSICAL DEMANDS

The work is primarily sedentary. The work requires the use of hands for simple grasping and fine manipulations.

MINIMUM QUALIFICATIONS

Bachelor's Degree with computer specialization

Five (5) years successful experience in area of assignment

Knowledge of a variety of concepts, practices, and procedures within a particular field (e.g. HTML, JavaScript, C#, SQL, relational database concepts, client-server concepts)

Ability to rely on experience and judgment to plan and accomplish goals
Effective communication skills

DESIRABLE QUALIFICATIONS
Experience in web development, .Net technologies, and database design
Experience in a diverse workplace