



NEW:

07/01/2012

JOB TITLE:	COORDINATOR SYSTEMS RESEARCH
DIVISION	DATA MANAGEMENT, PLANNING AND PROGRAM EVALUATION
SALARY SCHEDULE/GRADE:	II, GRADE 9
WORK YEAR:	260 DAYS
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	8522
BARGAINING UNIT:	CLAS

SCOPE OF RESPONSIBILITIES

Responsible for performing computer programming functions and providing statistical data management systems through school district computer operations for evaluation, research and planning efforts conducted by the department; requires some consultation with the Executive Director Accountability, Research and Planning but is otherwise self-directed.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Coordinates Systems Development efforts of all ad hoc reporting relating to existing systems.

Assumes responsibility for maintenance and documentation of existing system.

Plans and designs new systems and modifies existing systems to meet special data requirements, consulting with computer support personnel to produce reports for special requests.

Consults with district personnel and community representatives on creating custom software (in the areas of administration and instructional management); produces custom software for building personnel, and keeps abreast of trends and technical improvement

Assists in prioritizing district and community requests for data adhering to strict timelines and deadlines.

Assists in determining definitions of variables used in data analysis.

Oversees the extraction of program evaluation-related data from source documents and reduction of the data into an acceptable format for research and evaluation purposes.

Assists in special projects in evaluation, data management, or other procedures as determined by needs in the local school, district, state or federal programs.

Performs institutional research statistical studies as requested for school district administrators.

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. The work at times requires bending, squatting, climbing, reaching, with the ability to lift, carry, push or pull light weights. The work requires activities involving exposure to marked changes in temperature and humidity and driving automotive equipment.

MINIMUM QUALIFICATIONS

Bachelor's degree

Five (5) successful years data processing experience

Five (5) successful years experience in system applications

Extensive experience with Cobol, database structures and on-line applications, and Statistical Package for Social Sciences

Effective communication skills

DESIRABLE QUALIFICATIONS

Master's degree

Experience in educational system applications