

MIDDLE COUNTRY CENTRAL SCHOOL DISTRICT
JOB DESCRIPTION
COORDINATOR OF DISTRICT DATA SERVICES

Summary: The Coordinator for District Data Services coordinates all District data management to ensure that the goals of the District are reached. The Coordinator for District Data Services reports directly to the Director of Technology, Business and Information Systems, while working cooperatively with the District Computer Center, building Principals, Directors, other Coordinators and Central Office Administration and Staff. This position includes the duties and responsibilities below and other functions as assigned by the Director of Technology, Business and Information Systems.

Qualifications: A Master's Degree (minimum); appropriate NYS administrative certificate in Educational Administration

AND

A minimum of five years teaching experience.

Such alternatives to the above qualifications as the District may find applicable.

Essential Duties and Responsibilities:

1. Coordinate all student data services utilizing student management system.
2. Coordinate data exchange with other District management systems, supplemental educational resources and network/email computer system.
3. Responsible for maintaining accuracy of and transmitting State-specified data elements to the NYS Student Information Repository System (SIRS) and other NYSED data collection systems, including but not limited to Civil Rights Reporting, BEDS and APPR.
4. Act as the liaison between the District and the regional Level 1 data center at Eastern Suffolk BOCES.
5. Understand and comply with SIRS regulations, Level 0 and verification time line.
6. Responsible for verification and accuracy of all information in all applicable District and NYSED databases and resolves data errors by communicating with school administrators quickly and accurately.
7. Provide ongoing analysis and dissemination of student and District performance data in a variety of formats for educational purposes.
8. Assist with the building of master schedules and supervise the printing and mailing of all secondary progress reports and report cards.
9. Provide professional development to administrative and instructional staff.

Job Description (Continued)

Coordinator of District Data Services

10. Work with and lead Central Registration to ensure accuracy in student intake, including the coordination of pre-school and kindergarten registration process.
11. Coordinate State and District-wide computer-based testing programs.
12. Keep informed of progress and new developments in field of specialty. Assume responsibility for own professional growth and development, for keeping current with literature and new research findings, and for attending appropriate professional meetings.
13. Additional relevant duties as assigned.

Reports to: Director of Technology, Business, and Information Systems
Prepared by: James Donovan
Approved by: Dr. Roberta Gerold, Superintendent of Schools
Approved Date: (Date)