

**COUNTY OF ORANGE
MUNICIPAL/SCHOOL
JOB CLASSIFICATION SPECIFICATION**

CLASS TITLE: EDUCATIONAL DATA COORDINATOR (BOCES)

TITLE #: 1261

DISTINGUISHING FEATURES OF THE CLASS: This position has the responsibility is to ensure the integrity of data for the school district and functions as the key manager and report writer of this data. The incumbent will make the data accessible and easy to understand so that it may be used to support teaching and learning. The work involves responsibility for providing resource assistance to school districts under the jurisdiction of a BOCES, in the support and maintenance of data, for the purpose of data integrity and accuracy for school improvement. The incumbent manages data from multiple sources (including, but not limited to, New York State assessment data, student demographics, etc.) which will be used to facilitate school-wide planning processes, curriculum development, staff development and training and other instructional services. The school district, or BOCES, will access this service for the purpose of reporting data to New York State, including specific district needs as maintained and reported in order to accurately report all data and maintain data integrity. The work is performed under the general direction of the Director of Technology, or designee, with leeway allowed for the use of independent judgment in carrying out details of the work. Direct supervision is exercised over the work of support staff. Does related work as required.

TYPICAL WORK ACTIVITIES:

Serves as the school district/BOCES data coordinator for student information and reporting;

Initiates and develops procedures for BOCES and school districts to facilitate utilization of the Student Management System (SMS);

Coordinates and facilitates district data team meetings;

Monitors compliance with regard to data standards and maintenance of records;

Acts as a liaison between the district and the regional Level 1 data center;

Directs and/or assists in the direction of the data analysis activities and instructional improvement initiatives;

Attends informational sessions provided for District Data Coordinators by Level 1 data centers;

Prepares statistical and accountability reports or summaries of state, federal and other associated reports on assessment and student data for presentation to various audiences;

Responsible for data integrity for the preparation of state and federal accountability systems and reports;

Assists school districts and BOCES in the development of student performance reports and preparation materials related to the New York State Education Department (NYSED) School Report Card;

Serves as a liaison to the NYSED, Regional Information Center (RIC) and school data teams;

May be responsible for grant submission and evaluation activities, including data collections and analysis via surveys, observation and review of archival data;

Ensures that all activities are conducted in accordance with established professional standards and protocols;

Manages the student management system for timely data verification for all mandated reporting;

Performs consistence checks and data extraction;

Provides status reports to the appropriate superintendent and administrative team;

Assists district/BOCES users in operating the data system;

May prepare, manage and monitor budgets and billing for services.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of procedures used in compiling, tabulating and verifying statistical data; knowledge of New York State assessments, school administration/student information systems and related software applications; good powers of observation; ability to effectively use computer application software; ability to manipulate data to produce reports, tables, charts, etc.; ability to communicate clearly and effectively, both orally and in writing; ability to establish and maintain effective working relationships; initiative; tact; integrity; physical condition commensurate with demands of the position.

MINIMUM QUALIFICATIONS: Either:

- (A) Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with a Master's Degree in Education, Business, Social Sciences, Social Psychology, Statistics, Mathematics or a related field and one (1) year of experience in database management, data collection and verification for state and federal reports; or
- (B) Graduation from a regionally accredited college or university of one accredited by the New York State Board of Regents to grant degrees with a Bachelor's Degree in Education, Business, Social Sciences, Social Psychology, Statistics, Mathematics or a related field and two (2) years of experience as described in (A) above.

NOTE: Possession of a valid driver's license.

JURISDICTIONAL CLASSIFICATION: Competitive