**Coordinator of Data Management**

**Employee Name (Print):**

**Reports To:** Executive Director of Curriculum and Instruction

**Dept/Campus:** Instructional Services **Paygrade:** P-4

**Wage/Hour Status:** Exempt **Date Revised:** May 2021

**This job description reflects management’s assignment of essential functions; it does not prescribe or restrict the tasks that may be assigned.**

**PRIMARY PURPOSE:**

To serve as a resource and provide assistance to district administrators in the collection and management of student performance data in a variety of platforms.

**QUALIFICATIONS:**

**Education/Certification:**

Master’s degree preferred

Texas Mid-management or other appropriate Texas certificate

Certified T-TESS appraiser

**Special Knowledge/Skills:**

Knowledge of curriculum and instruction

Ability to evaluate instructional program effectiveness

Ability to interpret policy, procedures, and data

Strong communication, public relations, organizational and interpersonal skills

Calm and patient demeanor with others

**Experience:**

Three years experience as a classroom teacher

Two years experience in instructional leadership roles

**MAJOR RESPONSIBILITIES AND DUTIES:**

1. Download and prepare concise reports from local, state, and national assessment data as it relates to individual student performance and campus/district improvement and as requested by Instructional Services Directors;
2. Develop and maintain historical student, campus, and district data files to monitor and track performance K-12;
3. Compile data reports from local assessments and provide to district directors following each testing event (STAR Renaissance, TPRI, Benchmarks, Grading Period Assessments, CLI, STAAR, etc.);
4. Monitor local programs (i.e. Study Island, Exact Path, Imagine Reading/Learning, etc.) for efficient usage of the programs and report to the director/coordinator overseeing the program;
5. Prepare student performance data for meetings and presentations as requested;
6. Monitor assessment windows to ensure that assessments are being administered during the appropriate time frame. Report weekly to the Directors of Humanities and STEM during testing windows;
7. Assist the District Testing Coordinator with preparation of training materials for test security and 504 as needed;

1. Assist the District Testing Coordinator with the inventorying, counting, packaging, distributing, and tracking of test materials before, during, and after testing;
2. Provide support and assistance for any aspect of testing that is needed;
3. Actively seek training and information on assessment programs and data management systems to effectively compile and disseminate reports as needed;
4. Prepare district assessments for printing;
5. Assist the Coordinator of Section 504 with monitoring that annual 504 meetings are scheduled and held within appropriate timelines;
6. Assist the Coordinator of Section 504 with maintaining an updated list of students receiving services under Section 504;
7. Fulfill orders for campus testing needs for gifted/talented students, ADHD screenings, etc.;
8. Manage and monitor the FitnessGram program to ensure all campuses have completed student data in a timely manner;
9. Stay current on state and federal legislation that impacts assessment and Section 504 issues;
10. Model behaviors, which insure the development of a district team, focused on problem solving and meeting student needs;
11. Demonstrate behavior that is professional, ethical, and responsible and serve as role model for all district staff; and
12. Complete other duties as assigned.

**SUPERVISORY RESPONSIBILITIES:**

**WORKING CONDITIONS**

**The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations will be made if necessary:**

**Mental Demands:**

Ability to communicate effectively (verbally and written); interpret policy, procedures, and data; coordinate district functions; maintain emotional control under stress; maintain a clear focus on customer service; ability to manage others in a non-coercive manner.

**Physical Demands:**

While performing the duties of this job, the employee is regularly required to sit; stand and move throughout the facilities. Duties also require repetitive hand motions; prolonged use of computer; moderate standing, stooping, bending, lifting/transport of up to 50lbs.Frequent district-wide and occasional statewide travel; occasional prolonged and irregular hours.

The foregoing statements describe the general purpose and responsibilities assigned to this job, and are not an exhaustive list of all responsibilities, duties and skills that may be required.

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Employee Date

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Supervisor Date