Anoka-Hennepin Independent School District #11
Job Description

Title: Educational Data Coordinator
Department: Information Services
Reports To: Assistant Director of Technology and Information Services
Prepared Date: June 19, 2006

SUMMARY OF RESPONSIBILITIES

Under the direction of the Assistant Director of Technology and Information Services, collects and prepares data for Federal and State reporting, District reports, and various research reports and surveys.

DUTIES AND RESPONSIBILITIES

- Manages data collection, preparation, dissemination, and analysis of data related to student demographics, students assessments, census, finance and staffing to support district decisions in the areas of instructional planning, goal setting and evaluation (SLIP), boundary planning, enrollment projections, staffing requirements, budget projections, etc.
- Prepares required Local, State & Federal reports.
- Prepares reports for the School Board and Directors of the organization for program evaluation and decision making (October 1, Projections, Perkins, etc).
- Design and implement, in collaboration with other Anoka-Hennepin district administrative offices and instructional departments, reports requiring integration of student and non-student data.
- Assists with application support, user access and security for student information applications (Analytics, A-HConnect, SASIxp, TSIS, etc).
- Coordinates, organizes and facilitates major data-related projects in the district.
- Assists with coordination, development, testing and maintenance of customized database applications.
- Performs other tasks and duties as assigned by the Assistant Director of Technology and Information Services.

SUPERVISORY RESPONSIBILITIES

None, but may direct the work of Information Services clerical staff.

EDUCATION and/or EXPERIENCE

Requires Bachelor's degree with emphasis in information/data management, technical/analytical discipline or equivalent experience/training.
Two years data management or information systems experience required. Other related administrative experience will be considered. Experience with Microsoft Access highly desirable. Query or programming training or experience desirable. Experience with student, finance and/or human resources data management and/or experience with SQL database management desired.

CERTIFICATES, LICENSES, REGISTRATIONS
None

KNOWLEDGE, SKILLS & ABILITIES
Knowledge of information systems and/or data management technology; (Windows, Macintosh and mainframe computing systems).
Knowledge of educational information systems and the interrelationship of organizational data
Knowledge/understanding of laws, rules, and regulations affecting school district personnel and operations.
Ability to organize and prioritize.
Strong attention to detail.
Excellent communication and customer services skills.
Ability to work effectively with diverse groups of people.

WORK ENVIRONMENT
Most work is performed in an office or school building. Ability to travel to various district sites is occasionally required.