

**Anoka-Hennepin Independent School District #11**  
**Job Description**

**Title:** Educational Data Coordinator  
**Department:** Information Services  
**Reports To:** Director of Technology and Information Services  
**Prepared Date:** March 25, 2016

**SUMMARY OF RESPONSIBILITIES**

Promote the impactful use of student information systems in support of effective education and data-informed decision making.

**DUTIES AND RESPONSIBILITIES**

- Manage the collection, preparation, dissemination, and analysis of data requests.
- Assist in the successful preparation of required Local, State, & Federal reports.
- Prepare reports for various departments, including the School Board related to student data of information systems managed by Information Services.
- Provide appropriate end-user access to student information applications and data in consultation with departmental policies.
- Manage successful data integration processes related to student information systems.
- Coordinate major data-related projects in the district.
- Assist with coordination, development, testing, and maintenance of customized database applications.
- Designs, build, and support custom reports or exports across a variety of student information systems.
- Performs other tasks and duties as assigned by the Director of Technology and Information Services.

**SUPERVISORY RESPONSIBILITIES**

None.

**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.

**PREFERRED QUALIFICATIONS**

Experience with Microsoft SQL Studio Tools is preferred. Experience with student, finance and/or human resources data management and/or experience.

**CERTIFICATES, LICENSES, REGISTRATIONS**

None.

**KNOWLEDGE, SKILLS & ABILITIES**

Knowledge/understanding of laws, rules, and regulations affecting school district personnel and operations.

Ability to organize and prioritize.

Strong attention to detail with demonstrated evidence of successfully completing highly detail-oriented work.

Excellent communication and customer services skills.

Ability to work effectively with diverse groups of people, including working with a variety of individual work styles, and maintaining a positive working relationship.

**WORK ENVIRONMENT**

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