

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

**Title:** Educational Data Coordinator  
**Department:** Research, Evaluation, and Testing  
**Reports To:** Director of Research, Evaluation, and Testing  
**Prepared Date:** November, 2017

**SUMMARY OF RESPONSIBILITIES**

Under the supervision of the Director of Research, Evaluation and Testing, coordinates, collects, prepares and maintains a wide range of assessment and survey data for Federal, State and District reporting. Uses a variety of software and database structures to successfully implement and maintain district assessment and survey processes.

**DUTIES AND RESPONSIBILITIES**

- Work with confidential student data and maintain integrity of multiple assessment systems in compliance with District and State data privacy policies and processes.
- Manage data collection, preparation, dissemination, and analysis of data related to ongoing projects such as trimester common summative assessment administration, seasonal survey administration, and regular staff development evaluation compilation.
- Coordinates and monitors district-wide common summative assessment data processes.
- Responsible for the project management of all district-wide PK-12+ staff, student and parent surveys.
- Create and maintain custom and standardized student data files for projects and vendors for the coordination and implementation of various assessments and surveys, to comply with District, State and Federal requirements within prescribed timelines.
- Conceptualize, create and prepare a variety of custom files for administrator, teacher and parent/guardian access to student achievement scores and survey results.
- Responsible for assessment data file extraction, clean-up and verification for completeness and accuracy.
- Prepare annual Local, State & Federal accountability and survey reports.
- Prepare reports for the School Board and Directors of the organization for program evaluation and decision making.
- Design and implement reports requiring the integration of multiple data sets, in collaboration with other Anoka-Hennepin district administrative offices and instructional departments.
- Coordinates, organizes and facilitates major data-related projects in the district.
- Assists with coordination, development, testing and maintenance of customized database applications.
- Provides inter-departmental data collection, analysis and report creation.
- Analyze district level student assessment data and prepare reports; analyze data and prepare reports for evaluation and research projects; communicate findings and participate in teaming with other departments such as technology and curriculum staff; support the work of building level data use; support and cross-train departmental staff.
- Performs other tasks and duties as assigned by the Director of Research, Evaluation and Testing.

## **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**

Ability to manage complex projects.

High level comprehension and experience using Microsoft Access and Excel (proficiency with creating and using macros highly desirable).

Experience with planning, designing and maintaining large databases.

Ability to prioritize, manage and meet project deadlines.

Strong attention to detail.

High aptitude to work effectively and to seek efficiencies in processes.

Willingness and ability to work independently, as well as flexibly and cooperatively with department and district staff.

Excellent trouble-shooting, problem-solving and organizational skills.

Strong written and oral communication skills.

Ability to work effectively with diverse groups of people.

Ability to maintain regular attendance, which includes completing daily assigned times.

## **WORK ENVIRONMENT**

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