

Anoka-Hennepin Independent School District #11
Job Description

Title: Elementary Technology Data Coordinator
Department: Curriculum, Instruction and Assessment
Reports To: Director of Elementary Curriculum, Instruction and Assessment
Prepared Date: November 29, 2012

SUMMARY OF RESPONSIBILITIES

Facilitate the development of, and support the use of technological tools used to track and report on progress of academic, behavioral, and intervention programming.

DUTIES AND RESPONSIBILITIES

- Assist with application development and support, user access and security for student in prepackaged or custom developed applications.
- Assist with coordination, development, testing and maintenance of customized database applications.
- Coordinate, organize and facilitate major data-related projects in the district.
- Provide professional development to allow end-users to fully utilize data management systems.
- Manage data collection, preparation, dissemination, and analysis of data related to student academic and behavioral problems.
- Prepare reports for the School Board and Directors of the organization for program evaluation and decision making.
- Coordinate data management and reporting strategies with similar positions in the information services department.
- Performs other tasks and duties as assigned by the Director of Elementary Curriculum, Instruction and Assessment.

SUPERVISORY RESPONSIBILITIES

None.

EDUCATION and/or EXPERIENCE

Requires Bachelor's degree with emphasis in information/data management, technical/analytical discipline or equivalent experience/training and two years data management or information systems experience required. Other related administrative experience will be considered.

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 manage complex projects.

Ability to organize and prioritize.

Strong attention to detail.

Excellent communication and customer services skills.

Ability to work effectively with diverse groups of people.

Ability to maintain regular attendance, which includes completing an assigned day.

PREFERRED EXPERIENCE

Experience with Microsoft Access is preferred. Query or programming training or experience preferred. Experience with student, finance and/or human resources data management and/or experience with SQL database management preferred.

WORK ENVIRONMENT

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