

## JOB DESCRIPTION

<b>POSITION TITLE:</b> Coordinator of Student Reporting	<b>JOB CODE:</b> 415C
<b>DIVISION:</b> Accountability, Research & Grants	<b>SALARY SCHEDULE:</b> Professional/Supervisory Support
<b>DEPARTMENT:</b> Student Reporting	<b>WORK DAYS:</b> 238
<b>REPORTS TO:</b> Assistant Superintendent, Accountability, Research & Grants	<b>PAY GRADE:</b> Rank F (NK06)
<b>FLSA:</b> Exempt	<b>PAY FREQUENCY:</b> Monthly
<b>PRIMARY FUNCTION:</b> Coordinates collection, maintenance, analysis and distribution of reliable and efficient student data enabling the district to effectively achieve its goals; provides adequate and appropriate technical support to assist school and district personnel in student/state reporting activities. Trains all school district users regarding data collection systems and procedures including state reporting. Serves as liaison with state and federal reporting entities.	

**REQUIREMENTS:**

1.	Educational Level: Bachelor Degree or its equivalency (2 years similar work level experience = 1 year of college); a combination of experience and education may be used to meet the Bachelor Degree requirement
2.	Certification/License Required: None
3.	Experience: 5 years of work experience with a variety of student data types including student data collection and reporting
4.	Physical Activities: Routine physical activities that are required to fulfill job responsibilities
5.	Knowledge, Skills, & Abilities: Written and oral communication; considerable knowledge of computerized information systems including the operation and maintenance of data files; ability to establish and maintain effective working relationships with staff, fellow employees, and the general public; ability to interpret computer terminology, data, standards and instructions and relate information to the particular system; proficient in all Microsoft Office applications including Access, Excel, Word, and PowerPoint; ability to plan, organize, and execute detailed plans for data collection and analysis; ability to work independently and with a team to accomplish short and long term goals; ability to understand scope of K-12 education

***The Board of Education and the Superintendent may accept alternatives to some of the above requirements.***

**ESSENTIAL DUTIES:**

1.	Demonstrates prompt and regular attendance.
2.	Assumes direct responsibility for the collection, editing, processing, and distribution of data required for local, state, and federal reporting through a liaison role with academic, administrative, and data-processing personnel.
3.	Consults with academic and administrative departments/divisions concerning the importance of data requirements, and aids in providing feedback/information to them.
4.	Recommends and implements new operating methods to improve data flow, collection, editing, processing, and distribution. Utilizes technical skills to troubleshoot data reporting issues and obtain resolutions.
5.	Provides assistance in the preparation of special analyses and reports to academic and administrative staff.
6.	Handles errors in student record data reported by the Georgia Department of Education and provides expertise in non-routine situations regarding the student information system. Collaborates with District personnel to address inaccuracies and create protocols to improve current practices.
7.	Assists in the design, development, and implementation of computerized data files and information systems within CCSD. Collaborates across department lines to create extracts that ensure all state and federal guidelines are met and data is reported accurately.

8.	Develops user policies and standards as required to facilitate data collection/distribution for student reporting activities.
9.	Provides workshops and other training sessions for Department/Division and school personnel on data collection and reporting.
10.	Protects confidentiality of records and information about students and staff and uses discretion when sharing any such information.
11.	Responds to requests from stakeholders by evaluating the availability and viability of requested data, developing and distributing ad-hoc reports as necessary.
12.	Keeps abreast of changes in state and federal reporting requirements and procedures.
13.	Complies with all local, state, and federal reporting deadlines.
14.	Serves as Department lead for all student reporting data collections to ensure the highest quality of data is provided to state and federal entities providing necessary training to the student reporting team.
15.	Performs other duties as assigned by appropriate administrator.

Signature of Employee \_\_\_\_\_ Date \_\_\_\_\_

Signature of Supervisor \_\_\_\_\_ Date \_\_\_\_\_