

## **JOB DESCRIPTION**

**TITLE: Program Director of Data Management**

### **PRIMARY FUNCTION:**

Ensure the accuracy and integrity of data across various platforms.

### **DESIRED QUALIFICATIONS:**

1. Hold a bachelor's degree in computer science, education, statistics, or a related field.
2. Proficient in the use of Excel.
3. Possess data extraction, analysis and reporting skills
4. Ability to analyze, evaluate and report on data from various platforms
5. Ability to maintain various database systems
6. Demonstrate ability to work cooperatively with students and school personnel.
7. Ability to train others on data entry, reporting, manipulation and analysis.

### **REPORTS TO:**

Chief Technology Officer

### **PERFORMANCE RESPONSIBILITIES:**

1. Performs a variety of duties associated with the acquisition, management, analysis, and reporting of data for departments and the school division.
2. Serve as specialist to employees regarding daily function of the student data information system and other programs utilized by the school division.
3. Works collaboratively with division departments to identify, automate and streamline data and reporting needs.
4. Develop and maintain standards for data reporting that allow for a consistent approach to data reporting across the division.

5. Serve as the point of contact for writing technical queries.
6. Collect, compile, analyze, and report data.
7. Serve as advisor to the division personnel by providing requested information and resolving issues related to data.
8. Download/prepare/upload files and reports for the district and the state department of education as necessary to comply with all state reporting requirements and deadlines (i.e. monthly, annually).
9. Produce on-demand/ad hoc reports and data retrieval for division personnel as requested.
10. Create, manage, and maintain databases for longitudinal examination of division data.
11. Train new staff in the use of the district data systems.
12. Ability to perform essential job functions effectively in order to meet local and state required reporting deadlines.
13. Maintain the integrity of confidential information relating to students and staff.
14. Maintain database information by running reports daily, weekly, and/or monthly for verifying data entry/format and instructing others on proper methods of correction of data.
15. Perform any other specific and reasonable duties as may be requested by the Chief Technology Officer, the superintendent, and the school board.

**TERMS OF EMPLOYMENT:**

As per contract.

**EVALUATION:**

Performance will be evaluated in accordance with school board policy and regulations on evaluation of personnel.

**File: GC-R**

**Adopted: by the Bristol Virginia School Board on March 31, 2020.**

**Reviewed: by the Program Director of Human Resources on December 7, 2020.**