

**PLANO INDEPENDENT SCHOOL DISTRICT  
Job Description**

<b>JOB TITLE:</b>	Coordinator Data Management	<b>WAGE/HOUR STATUS:</b>	Exempt
<b>REPORTS TO:</b>	Director of Assessment And Accountability	<b>PAY GRADE:</b>	860
<b>DEPT./SCHOOL:</b>	Assessment & Accountability	<b>DATE REVISED:</b>	11/23/2009

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**PRIMARY PURPOSE:**

Functions as the data manager and analyst for the Assessment and Accountability department and insures the integrity of test and research project data

**QUALIFICATIONS:**

**Education/Certification:**

Master's Degree preferred in Computer Science, Mathematics, Statistics, Programming, Engineering.  
Education requirement may be met with qualifying full time work experience.

**Special Knowledge/Skills:**

Experience with Relational database technologies such as Access.

Experience with data extraction, transformation, and loading (ETL) tools.

Demonstrated knowledge of database design and data summarization techniques.

Experience designing and writing computer programs in VBA or a high level language.

Demonstrated ability to analyze and report data with Access, Crystal Reports, and other reporting tools.

Exemplary strategic and operational planning skills required in managing multiple data sources.

**Experience:**

Minimum of two (2) years related experience or combined five (5) years of related experience and related full-time graduate education.

Three years of advanced Microsoft Access.

Experience with SAS, or SPSS preferred.

**MAJOR RESPONSIBILITIES AND DUTIES:**

Serves as a resource to the Assessment and Accountability for data analytics

Insures the integrity of test and research project data, including data extraction, processing, storage, manipulation, and analysis

Is responsible for database design and maintenance in Microsoft Access

Accurately codes variables from original data and completes data storage to Access and SPSS.

Shares knowledge of data coding and analysis techniques with other staff

Collaborate with technology to ensure data fidelity and integrity

Liaises with other Plano ISD department on assessment data projects

Take the initiative to develop professional skills appropriate to job assignments.

Demonstrate behavior that is professional, ethical, and responsible and serve as a role model for all district staff.

Follow all rules, regulations, and policies of Plano ISD and follow directives from superiors.

Follow attendance policy as assigned by supervisor.

Perform other functions that may be assigned by the Administration and/or supervisor.

**SUPERVISORY RESPONSIBILITIES:**

Supervises a small staff of specialists.

**EQUIPMENT USED:**

Computer, printer, photocopier, scanner, and fax

**WORKING CONDITIONS:**

**Mental Demands:**

Ability to: communicate effectively (verbal and written); interpret policy, procedures, and data; coordinate district functions; maintain emotional control under stress; make recommendations and decisions based on thoughtful analysis of applicable data; accurately process high volume of reading and data analysis; effectively use technology (hardware and software); meet established deadlines; and maintain accurate and auditable records.

**Physical Demands/Environmental Factors:**

Occasional prolonged and irregular work hours. Work with frequent interruptions. Frequent standing, stooping, bending, kneeling, pushing and pulling. Prolonged use of computer and repetitive hand motions. Occasional lifting of items up to 50 pounds.

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The above statements are intended to describe the general purpose and responsibilities assigned to this job and are not intended to represent an exhaustive list of all responsibilities, duties, and skills that may be required. The Administration and/or supervisor have the right to add or change duties at any time.

This job description supersedes all prior job descriptions for this position as well as rescinding all past and present job descriptions that do not reflect the current requirements of this position.

Approved by \_\_\_\_\_

Date \_\_\_\_\_

Reviewed by \_\_\_\_\_

Date \_\_\_\_\_