



POSITION DESCRIPTION

JOB TITLE: School Data Support Specialist Job Class: 1216	
DATE	Office of the Chief Academic Officer Research and Evaluation
BARGAINING UNIT: ASC	FLSA STATUS: <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Non exempt
Pay Schedule: Pay Range:	Management Approval:
POSITION SUMMARY and PURPOSE: Serves as the functional project manager for the data warehouse. Provides training to district and school staff on the data warehouse, including dashboard and reporting. Serves as a liaison to the Department of Technology, communicating development priorities and needs.	

ESSENTIAL FUNCTIONS: Indicate the approximate percentage of time devoted to each major task or group of related tasks. Summarize position in no more than 15 tasks, each of which requires at least 5% of incumbent's time.

NOTE: An essential function must meet the following criteria:

- 1) The reason the position exists is to perform that function,
- 2) No other employee is available to perform that function,
- 3) The function is highly specialized, and
- 4) Removing the function would fundamentally alter the job.

1. Serves as the functional project manager for the data warehouse and leads the data warehouse planning.
2. Chairs the data warehouse planning committee meetings to review issues and to plan for future development.
3. Oversees and works with the data warehouse report programmer/developer to include designing report templates to meet the business needs, validating the data and promoting methods into production.
4. Works with target audiences to ensure reports meet functional needs as they evolve.
5. Manages the data warehouse listserv including membership additions and ensuring timely communications on data warehouse and dashboard report news and developments.
6. Monitors data warehouse report functionality and data accuracy.
7. Conducts training classes for school and district staff on navigating the dashboard and data warehouse reports to access and understand student data.
8. Assists with planning and conducting school improvement workshops.
9. Actively supports the MPS Strategic Plan.
10. Performs other duties as assigned.

SUPERVISION RECEIVED: (Indicate the extent to which work assignments and methods are outlined, reviewed, and approved by others.)

Regularly receives assignments from the Director, Research and Assessment.

SUPERVISION EXERCISED: (List the number and titles of personnel directly supervised. Specify the kind and extent of supervision exercised by indicating one or more of the following: (a) assign duties; (b) outline methods; (c) direct work in process; (d) review completed work; (e) sign or approve work; (f) make hiring recommendations; (g) prepare performance appraisal; (h) take or recommend disciplinary action.

Coordinates the work of clerical staff

JOB REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and ability required. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

Education Requirements (Include certificates, licenses, and/or registrations required.)

A master's degree in education or a related field is required.

Experience Requirements

Two years of experience in interpreting and using student/school performance data is required.

Knowledge, Skills, and Abilities

Effective oral and written communication and presentation skills are required. Skill at organizing resources and establishing priorities. Knowledge and understanding of the State of Wisconsin assessment and accountability provisions is preferred. Excellent teamwork skills are essential. The ability to develop effective working relationships with diverse individuals at all levels is required. Must have excellent planning and organizational skills. A strong working knowledge of computer applications to include MS Office software, Hyperion, ESIS and the MPS Portal is required. Must be proficient with the advanced features of Excel and have familiarity with database applications. Must be able to juggle numerous responsibilities with varying deadlines. The ability to gather data, compile information and prepare reports is required. Must be sensitive to confidential information. Must be able to work effectively under tight time constraints.

WORKING ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

General office environment, occasional weekend and evenings required to ensure schools receive data timely.

Reasonable accommodations requested by qualified individuals with disabilities will be made in accordance with the Americans with Disabilities Act (ADA) of 1990.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job with or without reasonable accommodation.

General office environment, must be able to handle light lifting and occasional standing, bending.

THIS DESCRIPTION DOCUMENTS THE GENERAL NATURE AND LEVEL OF RESPONSIBILITY ASSOCIATED WITH THIS POSITION. IT IS NOT INTENDED TO BE A COMPREHENSIVE LIST OF ALL ACTIVITIES, DUTIES AND RESPONSIBILITIES REQUIRED OF INCUMBENTS. IT IS NOT INTENDED TO LIMIT OR MODIFY THE RIGHT OF ANY SUPERVISOR TO ASSIGN, DIRECT, AND MONITOR THE WORK OF EMPLOYEES UNDER SUPERVISION.