Fremont Union High School District

Position: Student Data Systems Manager

Work Year: 12 months

Summary of Basic Functions & Responsibilities

Collects, develops, analyzes, communicates, and consults on a wide range of institutional and other information to support and enhance decision-making, planning, and student academic assessment. Designs and maintains software applications and databases to support the archiving of student information, assessment, and research. Understands and works effectively with people from other cultures.

Essential Duties & Responsibilities

The major functions and job responsibilities include the following:

Student Data Systems and Decision Support

- Coordinates and oversees the document and data control for district-wide testing that includes all state-mandated standardized tests. Ensures control of documents that are received, distributed to schools, and collected for scoring.
- Helps to compile student data used to place students according to academic achievement, activities to improve student equity, program effectiveness, enrollment trends, school of residence.
- Communicates with site staff and conducts regular training. Oversees the quality of student demographic and academic data entry at the school sites and at the district level. Ensures that student data complies with established requirements.
- Works with various State agencies to ensure accurate, appropriate and timely data exchanges.
- Keeps appropriate site and District Administrators informed of issues affecting deadlines and/or data quality.
- Helps to establish District procedures for site student data population
- Works directly with users to determine information needs and designs/develops program models/queries. Develops user documentation.
- Utilizes software applications and creates special queries/functions that site-based and district-level staff can use to compile, organize, and evaluate school and student information, and community demographics.
- Troubleshoots problems with administrative or academic applications. Determines the problem, often working with an application vendor, corrects problems and trains users as needed on procedural changes and/or proper use.
- Develops decision support databases that serve as a repository for, and support economic, geographic, environmental, academic, and demographic research. Participates in data collection and analysis to support program reviews and assessments.
- Develops applications, queries, and report formats that help to illustrate the effectiveness of programs and services to enhance student access and success. Illustrates outcomes and quantitative and/or qualitative measures of performance.
- Designs and applies miscellaneous decision support models. Works with administrators to identify key information, constraints and objectives around student data.

Research and Assessment

- Conducts and/or consults with administration on student data surveys and research. Advises administrators on the design of data gathering instruments and information resources.
- Designs data gathering instruments to support data gathering. Develops analysis processes and reporting formats.

- Performs and advises others on statistical analysis of data, and interpretation of results.
- Collects and reports analyses, statistics, and demographics to administration, high schools, and external agencies.
- Prepares and/or participates in the preparation and presentation of research reports.
- Performs other duties as assigned that support the overall objective of the position.

Qualifications

Knowledge:
- Specialized knowledge of education processes, systems, reporting and databases
- Basic knowledge in standard statistical procedures
- Working knowledge of student assessment and measures of institutional effectiveness
- Basic knowledge of legislative and educational oversight body processes, requirements, and trends
- Basic knowledge of best-practices and continuous quality improvement.
- In-depth knowledge of, and skill at using a full range of office productivity computer software as well as computer-aided database management, statistical and educational modeling applications
- Working knowledge of relational database concepts
- Well-developed language and writing skills to prepare professional proposals and reports
- Advanced math skills to perform statistical analysis
- Well-developed human relations skills to make formal presentations and facilitate group processes

Abilities:
- Carry out the essential functions of the position with minimal supervision
- Accomplish departmental goals, objectives and annual performance plans as they are assigned to the position.
- Design applied research studies for use in education and social environments.
- Apply, interpret, and draw conclusions using statistical concepts.
- Facilitate the development, implementation, and evaluation of self-assessment programs. Create, program, and maintain computerized databases.
- Extract data from information systems using various report writing and query tools.
- Design and apply business models to solve multi-variable problems.
- Understand, interpret, and apply District and State laws, regulations, and policies.
- Prepare complex reports, multi-media presentations, and empirical data to audiences with diverse backgrounds.
- Work productively with others.

Education:
- A Bachelor's Degree in an education or decision sciences discipline, or the equivalent of four years of experience in instructional design or student assessment

Licenses & Certificates:
- Requires a valid driver's license.
- Requires fingerprint clearance from the Department of Justice and Federal Bureau of Investigation.

Working Conditions:
- Office environment