

## SALEM-KEIZER PUBLIC SCHOOLS JOB DESCRIPTION

03/19 Effective Date	<b>COORDINATOR, DATA, RESEARCH AND ASSESSMENT</b>	Index 3.12.9
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### **PURPOSE**

The Coordinator of Data, Research and Assessment provides leadership in district data collections, supervision of teams responsible for data maintenance and reporting (such as student information systems and data warehouse) and data insights to key district stakeholders. The coordinator will work with district and school leadership to craft the data strategy for the district.

Key responsibilities include systems integration, data warehouse management, creation and management of dashboards, supporting academic team data requests, analytics, and supporting the development of data informed strategies for academic excellence.

The overall role is to enable administrators, school leaders, and staff to work effectively and efficiently on integrated systems with accurate and high-quality data.

### **ESSENTIAL FUNCTIONS – May include, but are not limited to the following:**

Support the overall strategic leadership and tactical implementation for all data analysis and evaluation for Salem-Keizer Public Schools

Assist in managing data integrity, data analysis, presentation development, data collection, program evaluation, and electronic records management

Manage student information system and ensure data integrity

Align district data systems with district strategic plan, provides possible measures to incorporate into district goals

Ensure team members are using data tools appropriately and follow up when necessary

Collaborate with curriculum and school level leadership to systematize the use of data at the school level in order to increase the efficacy of teachers and the fluidity of using data to drive change at the school level

Supervise staff on multiple teams, simultaneously

Serve the role of District Security Administrator for ODE

Perform other duties as assigned

### **MINIMUM QUALIFICATIONS**

Three years of verified successful school or district leadership with increasing responsibilities

Experience using data in educational settings to drive change at the classroom and systems level

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Quantitative expert with experience in K-12 education and a strong grasp of effective assessment strategies

Clear understanding of data systems, security, and integration methods

Demonstrated skill in the use of technology for data analytics

### **PREFERRED QUALIFICATIONS**

Knowledge of database structures (ex. SQL) and data analytics software (ex. Tableau)

Experience with Student information Systems (ex. Synergy)

### **WORK ENVIRONMENT**

The position generally works primarily in a climate-controlled office environment with minimal noise intensity levels. Frequent travel to district and non-district locations for meetings and activities.

### **PHYSICAL REQUIREMENTS**

Hearing and speaking to exchange information; seeing to perform assigned duties; sitting, standing and walking for extended periods of time; dexterity of hands and fingers to operate equipment; kneeling, bending at the waist, and reaching overhead, above the shoulders and horizontally, to retrieve and store files and materials, and lifting light objects.

Strength: Sedentary/Medium – Exert force to 10-25 lbs. frequently, and up to 10 lbs. constantly or a negligible amount of force frequently to lift, carry, push, pull or move objects.

Intermittent bending, twisting, squatting kneeling, crawling, climbing stairs, and/or reaching.

### **SALARY LEVEL**

Placement on the Regular Administrative Salary Schedule (207A)

Salem-Keizer School District is an equal opportunity employer.