

**ZANESVILLE CITY SCHOOL DISTRICT
JOB DESCRIPTION**

TITLE:	SIS AND DATA ANALYSIS COORDINATOR	REPORTS TO:	Director of EMIS
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**TRAINING
QUALIFICATIONS**

- High school diploma or GED equivalency or Bachelor's degree with course work in database management and/or information systems
- Familiarity with database management and design
- Familiarity with concepts of database security and access control
- Ability to gather and interpret relevant data and information
- Ability to design and generate reports from a range of data sources
- Understanding of the SQL database query language
- Experience using and supporting student information system software(s)
- Such alternatives to the above qualifications as the Board may find appropriate and acceptable

**REQUIRED SKILLS
AND ABILITIES**

- Communication Skills: Must be able to read, analyze, and interpret information relevant to the position, including being able to speak effectively to small and large groups of people, and to communicate clearly and concisely both orally and in writing
- Leadership Ability: Must be able to articulate a vision and mission for the district and provide the appropriate direction, guidance, and management skills to achieve them
- Mathematics Skills: Must have the ability to work with basic mathematical and computational concepts
- Reasoning Ability: Must be able to define problems, collect data, establish facts, and draw valid conclusions
- Technology Skills: Able to effectively use, as it applies to your specific job function, typical office applications and computer programs such as word processing, spreadsheets, and presentations; must be able to use email

**PERSONAL
QUALIFICATIONS**

- Demonstrates enthusiasm and a sincere desire to aid and ensure the safety of all
- Is able to accept constructive criticism/feedback
- Demonstrates professional tact and diplomacy with administrators, staff, teachers, students, parents and the diverse community
- Is conscientious and assumes responsibility for ones own work performance
- Anticipates problems and unforeseen events and deals with them in an appropriate manner
- Demonstrates an ability to make proper decisions when required
- Demonstrates loyalty to the administrative team
- Possesses high moral character and a good attendance record
- Promotes good social relationships as well as promoting good public relations by personal appearance, attitude and conversation
- Participates in appropriate professional organizations and their activities
- Maintains a calm attitude and sense of control at all times
- Maintains a high level of ethical behavior and confidentiality of information
- Possesses the ability to be flexible and adaptable to changing situations

JOB GOAL

To manage and organize data systems in order to ensure that the information needs of end users are met, as well as, assist the Director of EMIS

**WORK ENVIRONMENT
CHARACTERISTICS/
CONDITIONS**

The work environment characteristics described here are not listed in order of importance, and are representative of those an employee encounters while completing the duties and responsibilities of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the duties and responsibilities. The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position.

- Frequent work that may extend beyond the normal workday
- Occasional exposure to blood, bodily fluids, and tissue
- Occasional operation of a vehicle under inclement weather conditions

The Zanesville City School District is an Equal Opportunity Employer. Zanesville City School District ensures equal employment opportunities regardless of race, creed, sex, color, national origin, religion, age, sexual orientation, disability, citizenship status, political affiliation, marital status or other human differences. The District has a policy of active recruitment of qualified minority employees.

Adoption date:
Revision date:

POSITION NO. 4.63

- Occasional interaction among unruly children/adults
- Many situations that require hand motion, e.g., computer keyboard, typing, writing, etc.
- Consistent requirements to sit, stand, walk, hear, see, read, speak, reach, stretch with hands and arms, crouch, kneel, climb and stoop
- Consistent requirements to lift, carry, push, and pull various supplies and/or equipment up to a maximum of 50 pounds

DUTIES AND RESPONSIBILITIES

1. Performs installations, upgrades and testing of hardware and software related to school data systems
2. Identifies potential data sources and evaluates their compatibility and usefulness
3. Ensures interoperability of data systems where possible
4. Works with student information system vendor to identify and address technical issues related to student information system hardware and software
5. Gathers data and determines how to best store, organize and utilize the data in an effective and efficient manner
6. Designs and creates customized reports to meet specific information needs of end users
7. Works to ensure appropriate access to student data for all users of the student information system
8. Analyzes and establishes processes and procedures to ensure the district is optimizing its efficiencies through the use of data systems
9. Provides operations support and verifies problem areas in production databases
10. Trains staff members to use school data systems efficiently and effectively
11. Collaborates with staff across the district to determine data needs
12. Attends training as needed to support new releases/upgrades of data systems
13. Provides end user training and support for district related applications
14. Holds all confidential information in which he/she has knowledge of in the truest confidence, as required by law and utilizes confidential information obtained by he/she only for the benefit of the employee or student or in performance of his/her job responsibilities
15. Performs other duties as assigned by the Director of EMIS

TERMS OF EMPLOYMENT	260 contract days
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