



TRITON REGIONAL SCHOOL DISTRICT

Respect, Integrity, and Excellence for All

POSITION: *Data Support Specialist*

PURPOSE OF POSITION:

The Data Specialist works under the general supervision of the Director of Technology and assists with local and state mandated reporting and the maintenance of various assessment and tracking systems helping make the data accessible and easy to understand so that it can support teaching and learning, and the district's responsibilities for professional development, and personnel management

REPORTS TO: *Director of Technology*

PERFORMANCE RESPONSIBILITIES:

1. Entry support and maintenance of student enrollment, demographic, and contact information
2. Entry support and maintenance of staff demographic, contact, licensure, qualification and district employment history
3. Conduct regular data validation and cleaning within the student information system (SIS)
4. Assist with retrieving information and generating local reports from the SIS
5. Monitor automated data transfers from the SIS and conduct maintenance as necessary
6. Prepare and conduct manual data transfers from the SIS as necessary
7. Manage annual rollover and updates within the local assessment system, curriculum mapping program (Atlas) , and PD/evaluation management system (MLP/OASYS)
8. Support report generation for GRADE, Scantron, DIBELS, AIMSWeb, and other local assessments
9. Compile data reports to support school and district data driven inquiry
10. Support the implementation of professional development and personnel management systems
11. Train staff to use relevant programs to input and access data
12. Performs other duties as assigned that fall within the overall scope of the position

QUALIFICATIONS:

1. Bachelor's Degree or equivalent industry experience
2. Moderate to advance skills using Microsoft Office
3. Experience producing polished, easy to read data reports
4. Experience with student information systems
5. Experience with relational database technologies and data mining
6. Experience with data extractions, reporting, and analysis tools

ATTRIBUTES:

- Committed to the core values of the district
- An unwavering commitment to student success
- Leadership and resource management skills
- High level communication and interpersonal skills
- A commitment to collaborative practice within a professional learning community
- Able to delegate and exercise good judgment
- Detail oriented
- Able to multi-task

TERMS OF EMPLOYMENT:

- Annual Work Schedule: 260 Days
- Health and Benefits Per District Policies and Agreements
- Salary to be negotiated with the Superintendent

HIRING RANGE: \$45,000 - \$60,000

EVALUATION: Performance of this job will be evaluated in accordance with provisions of the School Committee's policy on Evaluation of Non Instructional School Support Personnel.