

Student Information Systems Data Dashboard Coordinator

DEFINITION:

The Coordinator will develop and pilot an internal system specific to the development of data dashboards for schools in the lowest performing schools integrated with current district-wide data retrieval systems. The Coordinator will ensure accuracy of multiple points of data input and dashboard reporting/monitoring especially for the lowest performing student groups within the schools; intended to better target interventions to low-achieving students.

ESSENTIAL FUNCTIONS:

Troubleshoot data input problems in IC design the ad hoc reports that will provide data, both for compliance areas and for program and service areas, train teachers how to read reports, use features in IC for caseload management.

REPORTS TO: Information Technology

CONTRACT INFORMATION: Contract Days: 230

TASKS:

- Assist Administrative staff with solutions to developing survey materials and documents.
- Troubleshoot software problems for all administrative staff on Microsoft Office Products
- Provide Training Opportunities on Microsoft Office products
- Assist with technology training in other program specific software
- Conduct Infinite Campus training for all Administrative personnel as requested
- Provide training opportunities and recommendations for database and report generation
- Train all support staff including attendance clerks, registrars and front office personnel on Infinite campus
- Troubleshoot software problems for all support staff on Microsoft Office Products
- Identify and conduct training on error checking and data input solution to infinite Campus
- Continue and enhance an Infinite Campus Certification Program
- Create, plan, and organize faculty meetings/staff development to build and improve relationships within faculty members and administration team
- Continue and enhance a helpdesk monitoring system that will provide reports on existing needs
- Train teachers on the Instruction Module of Infinite campus which includes Attendance, Lesson Planner and Grade book.
- Develop a summer training program for teachers and administrative staff.
- Work with Professional Development to develop a New Teacher Orientation training program which relates to Infinite Campus, Outlook and network services.
- Assist teachers with troubleshooting and training on Microsoft Office Products
- Communicates with teachers, administrators, parents, students, IT personnel, school registrars, computer clerks, advisory period teachers and truancy officers
- Assist with other technology projects as designated by IT
- Develop Infinite Campus reports as required

KNOWLEDGE, SKILLS AND OTHER CHARACTERISTICS:

Knowledge of Infinite Campus software

Knowledge of Microsoft Office Products

Knowledge of Infinite Campus data storage process in areas such as attendance, census etc.

Demonstrated patience working in a fast paced environment

Ability to work with a wide range of staff and diverse student population

PHYSICAL REQUIREMENTS: Work is performed in an indoor environment. Work requires frequent sitting, standing, bending, repetitive motion, vision to monitor and lifting up to 15 pounds.

QUALIFICATIONS:

Master's degree in education, technology or other closely related field

Bilingual Spanish/English required

At least 3 years working in a field that interfaces with training in a school setting