Wayne-Finger Lakes BOCES vacancy – Salary Range: $55,000-$75,000/yr.

Under the NYS HELPS Program, the Civil Service Exam for this title has been waived. For additional information regarding the NYS HELPS Program, please visit https://www.cs.ny.gov/help/faq.cfm.

SCHOOL DISTRICT DATA SPECIALIST

MINIMUM QUALIFICATIONS: EITHER:
1. Possession of a Bachelor's Degree, or higher, AND one (1) year of full-time paid experience, or its part-time equivalent, in planning, organizing, and facilitating the use of data in the instructional operation of a school district or educational organization; OR

2. Possession of an Associate's Degree AND four (4) years of full-time paid experience, or its part-time equivalent, as described in (1) above; OR

3. Graduation from high school or possession of a high school equivalency diploma AND six (6) years of full-time paid experience, or its part-time equivalent, as described in (1) above: OR

4. An equivalent combination of education and experience as defined by the limits of (1), (2) and (3) above.

SPECIAL NOTE: EDUCATION: Your degree must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree was awarded by an educational institution outside the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the Internet at http://www.cs.ny.gov/jobseeker/degrees.cfm. You must pay the required evaluation fee.

DISTINGUISHING FEATURES OF THE CLASS: This position serves as the chief data administrator for a school district and works collaboratively with various teachers and administrators to ensure timely input, analysis and reporting of district data including, but not limited to, reading assessments and results. This specialist will establish procedures to collect and organize information which requires an understanding of technology and processes and receives direct supervision from administrative personnel. Supervision is not a responsibility of this position. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)
Receives information from student testing and provides charts/reports to school officials;
Collects data, interprets and analyses to provide to various staff;
Ensures information is properly submitted and resolves outstanding data issues;
Oversees and disseminates all data and progress monitoring information intervention programs, and collaborates to ensure immediate intervention when student progress is not acceptable;
Coordinates user group sessions for the sharing of common problems and solutions;
Collaborates with the District technology Administrator and other district staff to develop, deliver and maintain data collection and data reporting systems;
Understand the functions of the operational systems data collection processes and databases within the School District;
Interacts with District technical support staff and public relations personnel;
Recommends system modifications or revisions to facilitate better reporting procedures;
Develops a plan for addressing the reporting requirements of the New York State Educational Department, Federal Government, and other agencies;
Recommends and develops procedures for sharing of information among District offices to inform, reduce redundant data entry and make for better use of resources;

SCHOOL DISTRICT DATA SPECIALIST

TYPICAL WORK ACTIVITIES: (Continued)

Conducts presentations as requested;
Responds to data request from the School Superintendent, Assistant Superintendent and other administrative personnel;
Interacts with local BOCES and Regional Information Center to identify regional data collection needs and processes;
Works with District Administrative personnel to anticipate data collection needs and performs other duties as assigned by immediate supervisor.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Thorough knowledge of NY State Education Department's assessment and accountability system; good knowledge of NY State Education Department's reporting requirements; good knowledge of systems analysis for the collection, reporting and preparation of data reports and presentations; ability to extract, transform, and load data from district's source systems to oracle data warehouse; ability to establish cooperative relations with staff and public and private agencies; ability to communicate to both technical and non-technical user communities; ability to work as part of a team and assume a leadership role; initiative; patience; dependability; good judgment; physical condition commensurate with the demands of the position.

APPROVED: AUGUST 21, 2006
REVISED: 11/19/21; 9/17/22
CIVIL SERVICE CLASSIFICATION: COMPETITIVE