

## DATA MANAGEMENT COORDINATOR

**DISTINGUISHING FEATURES OF THE CLASS:** This position involves the responsibility of assisting the Regional Information Center Manager with the coordination of the collection of data such as student grades, attendance and regent's data, staff and course data, and instructor assignment data from various school districts for the purposes of reporting to the NYS Education Department (NYSED). Incumbents are responsible for coordinating the activities and tasks of the Regional Information Center personnel responsible for providing data management support to district, BOCES and charter schools in the four-county region. An employee in this class consults with school contact persons regarding system requirements, processes, orientation, training, technical support, suggestions and other requirements. This position requires a specialized understanding of New York State data collection and reporting requirements for school districts, BOCES and charter schools, as well as the skill set to assist, guide and motivate a team. The work is normally performed under the general supervision of the Testing and Special Services Manager with wide leeway allowed for exercising independent judgement in carrying out details of the work. Supervision may be exercised over subordinate staff. Does related work as required.

**TYPICAL WORK ACTIVITIES:** The typical work activities listed below, while providing representative examples of the variety of work assignments in the title, do not describe any individual position. Incumbents in this title may perform some or all of the following, as well as other related activities not described.

Responsible for the requirements mandated by the NYSED for the collection of various student and staff data and the reporting processes including defining reporting requirements, developing and communicating a timeline of related activities and data submission deadlines, and assisting district personnel to establish a data verification and validation structure;

Acts as project manager for the MHRIC Data Warehouse Initiative;

Organizes, presents and moderates quarterly regional meetings on student and staff data collection and reporting requirements;

Develops and revises, where necessary, data management service offerings through the Regional Information Center;

Provides guidance on the verification and validation of state accountability data to ensure accuracy and completeness;

Facilitates communication between district departments as it relates to NYSED data collection and reporting activities;

Identifies training needs for district and building administrators, support personnel and other staff responsible for data maintenance and/or verification;

Develops documentation and delivers training on key data collection systems;

Works directly with the MHRIC Manager on marketing of services and budget development;

Prepares district proposals for data management services;

Conducts presentations for potential users and other interested groups;

Prepares and delivers presentation at regional user group meetings and, where applicable, statewide meetings concerning student and staff data collection and the reporting process to the NYSED;

Attends and participates in statewide project manager's meetings as a representative of the MHRIC;

Provides telephone, email and online webinar assistance concerning student and staff data collection and NYSED reporting requirements;

Works with Regional Information Center staff to improve current services, as well as to develop new services;

Provides assistance, guidance, clarification and motivation to data management team;

Assists the MHRIC Manager with vendor negotiations and vendor management.

**FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:** Thorough knowledge of New York State data collection and reporting requirements for school districts, BOCES and charter schools; good knowledge of available computer technologies and their application to data management; good knowledge of the organizational functions, policies and regulations of a regional information center and component school districts; good organizational, planning and project management skills; ability to assist, guide and motivate a team; ability to gather and organize pertinent data to meet NYSED reporting requirements; ability to understand and interpret complex written material; ability to prepare and deliver presentations and trainings on data collection systems and NYSED reporting requirements; ability to establish and maintain cooperative relations with others; ability to communicate effectively both orally and in writing; accuracy; thoroughness; initiative, poise, tact, courtesy and resourcefulness.

**MINIMUM QUALIFICATIONS:** Either:

- A. Graduation from an accredited college or university with a Master's Degree, which included or was supplemented by fifteen (15) credit hours\* in Computer Science, Information Resources Management, Information Technology, Management Information Systems, Business, Education or closely related field and one (1) year of full-time paid, or its' part-time equivalent experience in providing school districts technical support in the collection, reporting and use of student and assessment data, which included or was supplemented by experience in project management; **OR**
- B. Graduation from an accredited college or university with a Bachelor's Degree, which included or was supplemented by fifteen (15) credit hours\* in Computer Science, Information Resources Management, Information Technology, Management Information Systems, Business, Education or closely related field and two (2) years of full-time paid, or its' part-time

equivalent experience in providing school districts technical support in the collection, reporting and use of student and assessment data, one (1) year of which included or was supplemented by experience in project management; **OR**

C. Graduation from an accredited college or university with an Associate's Degree, which included or was supplemented by fifteen (15) credit hours\* in Computer Science, Information Resources Management, Information Technology, Management Information Systems, Business, Education or closely related field and four (4) years of full-time paid, or its' part-time equivalent experience in providing school districts technical support in the collection, reporting and use of student and assessment data, one (1) year of which included or was supplemented by experience in project management; **OR**

D. An equivalent combination of training and experience as indicated above.

\*Coursework in the use of specific programs such as WORD, EXCEL or ACCESS and data entry is not acceptable.

**Special Requirement:** Possession of a valid New York State driver's license appropriate to the vehicles operated or otherwise demonstrate their ability to meet the transportation needs of the job.

ULSTER COUNTY  
2105 DAT MGT CD  
Classification: Competitive  
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Adopted: June 1, 2022