

EDUCATIONAL DATA FACILITATOR

DISTINGUISHING FEATURES OF THE CLASS: An incumbent in this position supports the software necessary to operate a School District's computer database containing various student and staff data, and generates and uploads reports to the appropriate State database. The work involves managing and maintaining a wide variety of staff and student data including but not limited to, demographic information, attendance records, grades, student placement and enrollment, testing and scheduling. The incumbent is also responsible for training District staff in data management applications. The work is normally performed under the general supervision of the Assistant Superintendent of Curriculum or Director of Human Resources with leeway allowed for exercising independent judgement in carrying out details of the work. Supervision is not a function of this class. 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.

Acts as a central registrar;

Creates and maintains district student registration and enrollment forms;

Disseminates information to schools and staff on student placement/enrollment/transfer;

Provides a central point of contact for users to address questions, report problems and submit requests for educational data management systems;

Coordinates, manages, implements and maintains the Student Management System containing student demographic information, staff information and other educational records;

Develops and maintains needed system standardizations for the data;

Maintains and uses access security for applicable programs;

Performs file maintenance on data management applications;

Facilitates grade reporting activities;

Facilitates new school year setup including term start/end dates, school calendar setup and attendance setup;

Establishes and maintains the calendar for the regularly scheduled and recurring data management tasks;

Generates and uploads appropriate reports to the appropriate State Database;

Troubleshoots/contacts appropriate staff to resolve data errors in the district Student Management System and at the State level;

Writes queries to meet the needs of the district including all necessary export queries;

Writes and maintains processes and procedures documentation;

Trains District staff in data management applications;

Implements accurate reporting of individual student data;

Defines and documents data collection standards;

Manages assigned data warehouse systems and procedures;

Upgrades skills through training, staff development and, as appropriate, attendance at conferences and workshops.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Good knowledge of data management techniques including current database management systems; good knowledge of installed database systems, project planning and management; good knowledge of data processing policies and standards; working knowledge of installed application systems; working knowledge of web based applications; working knowledge of the organizational functions, policies and regulations of a school district; ability to gather, organize and prepare pertinent data to meet reporting requirements; ability to prepare clear and accurate reports; ability to deliver trainings on data management applications; ability to establish and maintain cooperative relations with others; ability to communicate effectively both orally and in writing; accuracy; thoroughness.

MINIMUM QUALIFICATIONS: Either:

- A. Graduation from a New York State registered or regionally 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, Business Management or closely related field and one (1) year of full-time paid, or its' part-time equivalent clerical, administrative or office management experience which must have included electronic records maintenance in a database or spreadsheet application and preparing reports from a database; **OR**
- B. Graduation from a New York State registered or regionally 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, Business Management or closely related field and three (3) years of full-time paid, or its' part-time equivalent clerical, administrative or office management experience which must have included electronic records maintenance in a database or spreadsheet application and preparing reports from a database; **OR**
- C. Graduation from high school or possession of a high school equivalency diploma and five (5) years of full-time paid, or its' part-time equivalent clerical, administrative or office management experience which must have included electronic records maintenance in a database or spreadsheet application and preparing reports from a database; **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.

ULSTER COUNTY
2844 ED DATA FA
Classification: Competitive
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Adopted: October 30, 2020