

Dover School District: Technology Services
Job Title: Data Coordinator
Job Description
9/8/2014

Objective: The Data Coordinator is an integral partner within the Dover School District's technology program and provides general and specialized data system support to all Dover School District users. This role provides the Dover School District with knowledge, support and capacity to facilitate modern database information systems in the learning environment.

Responsibilities: The Data Coordinator will provide knowledge and support to ensure that small and large data systems are implemented and managed effectively throughout the Dover School District.

- The Data Systems Specialist will be the local expert of the Student Information System (MMS) to ensure that student information is reliable, accurate, and valuable to the Dover School District stakeholders.
- The Data Coordinator will be responsible for supporting SIS student enrollment functions, attendance functions, scheduling functions, reporting functions, security functions, and other functions as needed. This will include state reporting functions.
- The Data Coordinator will provide administrative and user support for the Dover School District's learning management system, web content management system and other software and data systems as assigned to support the needs of the user community.
- The Data Coordinator will work closely with System Support Technicians to manage system upgrades and system maintenance as needed.
- The Data Coordinator will be responsible for planning and conducting staff development for users of the Student Information System and other assigned systems. Training may be conducted in a classroom setting, one-to-one, as well as other forms as necessary.
- The Data Coordinator will be the primary contact for data requests (data exports, data imports, data reporting, and other data processing tasks) from various systems to ensure accurate and timely reporting of information as requested by Dover School District users.
- The Data Coordinator will be responsible for the design and development of ancillary data systems to extend the scope of existing software systems as requested and as appropriate. The Data Coordinator will be responsible for the formal documentation, maintenance and training of these systems.
- The Data Coordinator will be responsible for communicating the status of data system Help Desk requests to users via phone, email and other channels as requested. Assistance may be provided remotely or onsite as appropriate.

- The Data Coordinator will provide an exemplary and professional interface between the Technology Services department and all customers by sending and receiving email, phone and in-person communications to ensure that information flow is accurate, timely and professional.
- The Data Coordinator will assist the Technology Support Services Manager on projects and other tasks as requested by the Technology Support Services Manager.

Requirements:

Associate Degree with three years of applicable technical work experience, or High School graduate with a minimum of five years applicable technical work experience. Previous MMS experience a plus. Basic statistical knowledge preferred.

Minimum of three years experience working directly with Microsoft Office 2003/2010 (Access, Excel, Word, PowerPoint, Outlook). Intermediate to advanced proficiency in creating and editing Word documents, PowerPoint presentations, Excel functions/pivots, and Access databases, SQL extracts, reports and management.

Familiarity and interest working with HTML and basic JavaScript to enhance web-based systems.

Self-starter with exemplary customer service skills to complement proven multi-tasking abilities. Ability to provide effective support to all levels of the organization.

Ability to bend and lift boxes and equipment weighing up to 25lbs. Ability to move supplies stored above shoulder-level.

Reports to: Technology Support Services Manager, SAU#11

Approved by: _____ Date: _____

Salary: \$39,192/annually. Benefits as afforded to Full-Time Dover School District employees. 90-day probation period with potential for salary increase based on work performance during this period.