



Information Management Coordinator

FLSA Status:

Exempt

Qualifications:

Degree preferred.
Understanding of measurement, analysis, and knowledge as a process for continuous improvement.
Understanding of student information systems.
Understanding of Excel and Google spreadsheets.
Ability to educate and train both internal and external stakeholders on information and data systems.
Strong leadership skills.

Experience:

Minimum 3 years of experience Tyler Student Information Systems.
Advanced experience with Excel and Google spreadsheets.
Strong experience in developing and utilizing dashboards for the purpose of continuous improvement.

Clearances:

Criminal Justice
Fingerprint/Background
Clearance

Salary Schedule:

Administrator Salary Schedule
Range A - Coordinator

Reports to

Deputy Superintendent

Terms of Employment

12 months per year, 8 hours per day, with benefits according to board policy.

Purpose Statement

The job of the Information Management Coordinator is to provide robust, reliable, and secure technology systems and processes that support all work systems, with emphasis on implementing systems to provide timely and accurate information and data for required reporting, strategic planning, and results-oriented decision making and the delivery of personalized opportunities to build college and career readiness for all learners.

Essential Job Functions

- Provides leadership and direction to the district's measurement, analysis, and utilization of knowledge processes.
- Establishes and directs the strategic goals for information services in alignment with the district's vision, mission, values, and goals.
- Maintains and monitors district progress toward CSIP objectives and actions.

- Defines and coordinates preparation and implementation guidelines for information systems.
- Meets with multiple departments and key process owners to ensure accurate dashboarding of key and supporting measures.
- Supports internal and external stakeholders in the use of technology-based data tools.
- Ensures accurate two-way gathering, use, and dissemination of data internally.
- Ensures accurate two-way gathering and reporting of data to appropriate local, state, and federal departments and agencies.
- Maintains current knowledge in data gathering, reporting, and analysis.
- Assists in the development and implementation of the district budget for essential function.
- Attends appropriate local, state and national meetings and conferences related to measurement, analysis and utilization of knowledge for the purpose of continuous improvement.
- Ensures appropriate learning opportunities are provided to stakeholders as needed.
- Ensures measurement of accreditation systems in adherence to applicable law, regulation, and policy.
- Ensures all staff have the necessary tools and training to ensure accurate student data and measurement systems.
- Ensures the accuracy of all student database systems.
- Ensures the efficient and up-to-date access of all technology based systems relative to curriculum, instruction, and assessment.
- Responsible for accurate core data processing and reporting.
- Provides documentation to auditors for core data reporting.

Skills, Knowledge and Abilities

SKILLS are required to perform multiple, highly complex, technical tasks with a need to periodically upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: strategic and tactical planning; operating information technology equipment including utilizing pertinent software applications; planning and managing multiple projects; preparing and maintaining accurate records; and training, developing and supervising staff.

KNOWLEDGE is required to perform advanced math; review and interpret highly technical information, write technical materials, and/or speak persuasively to implement desired actions; and analyze situations to define issues and draw conclusions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: federal and state grants management; K-12 educational system organizations; pertinent codes, policies, regulations and/or laws; statistical analysis; and budgeting/accounting principles.

ABILITY is required to schedule a number of activities, meetings, and/or events; often gather, collate, and/or classify data; and consider a number of factors when using equipment. Flexibility is required to work with others in a wide variety of circumstances; analyze data utilizing defined but different processes; and operate equipment using a variety of standardized methods. Ability is also required to work with a diversity of individuals and/or groups; work with data of varied types and/or purposes; and utilize a variety of types of job-related equipment. Problem solving is required to analyze issues and create action plans. Problem solving with data requires independent interpretation of guidelines; and problem solving with equipment is moderate to significant. Specific ability based competencies required to satisfactorily perform the functions of the job include: adapting to changing work priorities; dealing with frequent and sustained interruptions; developing and maintaining positive working relationships; facilitating effective communication between persons with divergent positions; implementing change; maintaining confidentiality; meeting deadlines and schedules; providing direction and leadership; and setting priorities.

Physical Demands

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling, and significant fine finger dexterity. Generally the job requires 60% sitting, 20% walking, and 20% standing. This job is performed in a generally clean and healthy environment.