

Data Technology Coordinator

Based on experience/qualifications

Range: \$35,000 to \$60,000 annually

NO STATE/LOCAL INCOME TAX

To obtain more information on this position go to: www.earlycollegeNV.com

OPENING DATE: 9/22/2014
CLOSING DATE: Open Until Filled

GENERAL PURPOSE OF THE POSITION

Under minimal direction, monitors the school's Student Information System (Infinite Campus) and internal database applications with student data to ensure availability to all system users and necessary upload of data to respective state agencies. This position will require a high degree of accuracy, timeliness and production across multiple areas including, but not limited to: analyzing, reporting, collecting, entering, and complying, with all requirements and timelines from internal to outside agencies.

ESSENTIAL DUTIES AND RESPONSIBILITIES OF THE POSITION

1. Prepares reports for school leaders to make decisions
2. Analyzes data to maintain integrity of reports;
3. Collects information from students and families to satisfy school requirements;
4. Maintains the security and confidentiality of student records;
5. Enters data effectively and with accuracy to database applications;
6. Develops and oversees strategies and plans to ensure that all data is captured and recorded accurately;
7. Generates reports and provides data as required by school leaders and state representatives;
8. Interfaces with State Department staff on compliance issues;
9. Attends weekly phone conferences with State Department staff regarding student data;
10. Coordinates the collection and reporting of data for annual reports;
11. Determines compliance with laws, regulations, and procedures;
12. Creates and manages surveys and technology used to recruit new students;
13. Leads the data management of new student information during registration;
14. Conforms to safety standards as prescribed.
15. Provides for preparing letters and reports on own initiative or as directed by the use of advanced microcomputer software skills to prepare correspondence, complex reports, charts, tables, and forms;
16. Provides for the overall support of the administration with duties related thereto, which includes, but is not limited to working extra hours and beyond the normal work schedule;
17. Performs other tasks related to the position as assigned

MINIMUM REQUIREMENTS OF THE POSITION

1. Must have a Bachelors Degree
2. Must be detailed oriented and self starter
3. Knowledge of statistics and methods of collecting and reporting data qualitatively and quantitatively
4. Advanced knowledge of personal computers and software applications, which includes word-processing (MS Word), databases (MS Access), emailing/contacts (MS Outlook), presentations (MS Powerpoint), and especially advanced knowledge of spreadsheets in MS Excel
5. Knowledge or ability to gain knowledge of the school's Student Info. System (SIS) called Infinite Campus.
6. Ability to plan, organize, set priorities and work independently with minimal supervision
7. Ability to quickly learn advanced techniques in Infinite Campus and TrackVia
8. Ability to develop a system that maximizes the values from Infinite Campus and TrackVia
9. Ability to show professional dress on a daily basis, speak and articulate professionally
10. Ability to keep information confidential and maintain an ethical attitude

11. Ability to interpret, explain, and apply written and oral instruction/procedures/regulations
12. Ability to use discretion and make sound judgments, as appropriate
13. Ability to determine procedures for handling unique problems
14. Ability to concentrate on accuracy of details
15. Ability to work under pressure, meet short deadlines, and flexible hours/shifts
16. Ability to use judgment as to when to act independently and when to refer to supervisor
17. Ability to cooperate with management, staff, outside agencies, and the public
18. Ability to recognize and report hazards and apply safe work methods
19. Ability to demonstrate strong communication skills
20. Ability to promote public relations and deal tactfully and diplomatically with people
21. Ability to gain cooperation and conformance without authority
22. Ability to handle tasks with speed and accuracy
23. Ability to keep a clean orderly office
24. Ability to work cooperatively with employees, students, parents, the public, and other agencies

EXAMPLES OF DUTIES:

1. Reporting on student demographics to the state
2. Validating student information in the schools databases Infinite Campus, TrackVia, etc.
3. Exporting student information to run reports using MS Excel for state
4. Learning new methods in the schools data environment to collect, report, and present information
5. Working with students on college schedule changes
6. Entering student data into database
7. Running reports for attendance, tardies, grades, etc. for administrative review
8. Providing for direct or functional supervision over clerical and/or technical staff
9. Participating in school activities from attendance to supervision

EXAMPLES OF ASSIGNED WORK AREAS:

1. Strength: Light to Moderate – exert force between 20 – 50lbs. Occasional amount of force frequently to lift, carry, push, pull, or move objects especially when cleaning.
2. Physical Demands: Frequent reaching, handling, fingering, talking and hearing. Mobility to work in a typical office setting and use standard office equipment, stamina to remain seated and maintains concentration for an extended period of time. Hearing and speech to communicate in person or over the telephone. Vision: Frequent near acuity and occasional far acuity. Vision to read printed materials, VDT screens or other monitoring devices.
3. Environmental Conditions: Climate controlled office setting with temperatures ranging from mild to moderate cold/heat. Noise levels ranging from moderate to loud and occasional to frequent time periods.

QUALIFICATIONS:

1. Bachelors Degree from an accredited university
2. Keyboarding of greater than 40 words per minute; and
3. MUST have advanced knowledge with Microsoft Office Products especially MS Excel

DOCUMENTS REQUIRED AT TIME OF APPLICATION:

To apply for this position please complete the following:

1. Complete and email the following to Nevada State High School at jhawk@earlycollegenv.com
 - a. Nevada State High School Application (download at www.earlycollegeNV.com)
 - b. Copy of most current resume
 - c. Copy of college transcript from accredited universality showing grades and degree posted

HIRING PROCESS AND TENTATIVE DATES:

Based on initial screening of applications, resumes, and candidates may be invited through email notification to participate in the following:

1. Skills test for candidates;
2. Oral interview of candidates (TBD); and

Nevada State High School is actively seeking to fill this position in a timely fashion. Initial review of applications, resumes and questionnaires will begin on Thursday, October 2, 2014 and will continue regularly though October 2014. Check back here frequently to see the most current status of this position.