

# Winthrop Public Schools

## **POSITION TITLE: DISTRICT DATA FACILITATOR**

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**DEPARTMENT:** DISTRICT  
**REPORTS TO:** Superintendent  
**APPROVED BY:** Gary Rosenthal

Date: June 26, 2018

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### **Summary**

The school district Data Facilitator insures the integrity for the school district data and functions as the key analyst, manager, and report writer of this data. This person will make the data accessible, and easy to understand so it may be used to support teaching and learning.

### **Qualifications/Requirements**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and /or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **Supervisory Responsibilities**

#### **Education and Experience**

- Bachelor of Science degree in related field
- Demonstrated competence in fulfilling assigned performance responsibilities
- Understanding of and experience with student information systems used to manage roster data in an educational setting.
- Experience with student information systems (SIS)
- Experience with relational database technologies
- Experience with data extraction, reporting and analysis tools

#### **Job Functions and Performance Responsibilities**

- Support staff with the district's Student Information System (SIS) and other district data systems (Library, Lunch, etc.)
- Serve as the district's SIS technical administrator
- Train and support teachers in using aspects of the SIS for grading and posting to the parent/student portal
- Identifying and resolving technical data issues resulting within the district data systems
- Assist with technical aspects of school scheduling, enrollment, attendance and other issues within the SIS
- Developing data standards, procedures and training for district and school staff members
- Develop and maintain documentation of data systems, standards and procedures.
- Import all assessment data into district SIS
- Design and implement custom pages to improve functionality of SIS Ensure integrity of data, verifying information regarding data quality and data completeness

- Producing data reports as requested by administration and school district staff
- Assist with federal and State reporting of school district data including exporting and uploading to external systems
- Assist in the design of web-based data collection projects for district and school staff.
- Perform other relevant duties as identified that support the mission and vision of the Winthrop Public Schools.

**Certificates/Licenses**

Hold a valid State of Maine Criminal History Records Check Approval

**Language Skills**

Ability to communicate verbally and in writing

Ability to work with people

**Mathematical Skills**

Demonstrated knowledge of database design and data techniques

**Reasoning Ability**

Ability to work independently in solving problems

**Other Skills and Abilities**

**Terms of Employment**

Salary, benefits and work year in accordance with recommendations established by the Superintendent of Schools.

All programs and customization developed by the Data Facilitator while under contract will be the property of the Winthrop Public Schools.

**Evaluation:**

The basis of the evaluation will be the extent to which the performance responsibilities of the job are successfully handled and the extent to which yearly action plans and job goals are met. The Superintendent will perform the evaluation. The standards by which the job is completed or met is at the sole discretion of the supervisor.

The Winthrop Public Schools expects that all employees will perform assigned duties diligently, professionally and efficiently and in compliance with all district policies and procedures as well as all federal and state laws.

**NOTE:** The above job description reflects the general requirements necessary to describe the principle functions or responsibilities of the job identified and shall not be interpreted as a detailed description of all work requirements that may be inherent in the job, either at present or in the future.

***PHYSICAL DEMANDS***

*The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

The physical demands listed here are representative of those that are required to successfully perform the essential functions of this job: sitting, walking, climbing stairs, operating computers and other equipment, using tools, and lifting or moving up to 50 pounds.

***WORK ENVIRONMENT***

*The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this job.*

Inside, working around moving objects, working alone

***MENTAL DEMANDS***

Calculating, comparing, editing, problem-solving, evaluating, interpreting, organizing, consulting, analyzing, planning, designing, documenting, specifying, coordinating, implementing, presenting

The information contained in this job description is for compliance with the American with Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.