

# Hernando County School Board Florida

FLSA: Exempt, Non-Union

## COORDINATOR OF STUDENT DATA QUALITY AND REPORTING

### **Required Qualifications:**

- A.A. or A.S. Degree in Computer Science or a related field and five (5) years of experience with data reporting requirements or
- High school diploma and seven (7) years of experience with data reporting requirements
- Experience with a large-scale Student Information System

### **Desired Qualifications:**

- Demonstrated success working with a team in establishing goals, objectives, and action plans consistent with district goals

### **Performance Responsibilities:**

- Maintain an extensive knowledge of all federal, Department of Education, and local district reporting requirements, regulations, and procedures
- Act as district liaison with schools and support sites to improve the efficiency, accuracy, and effectiveness of the data reported to state and federal agencies
- Keep school and district data entry personnel and program area personnel informed of all procedural and reporting requirements as dictated by the Department of Education
- Coordinate and assist in the scheduling and conducting of district-wide meetings for data entry personnel, administrative staff, and district level personnel on Full Time Equivalent (FTE) processing, end of year processing, new year transitions, scheduling, grading, etc.
- Submit student data to the Department of Education as required for survey periods, class size calculations, school choice, transportation funding and special data requests
- Analyze program specifications and applications for completeness and conformance to district policies and procedures
- Collaborate with Technology and Information Services department (TIS) staff relating to student data reporting
- Advise school and district data entry personnel on processes to correct reporting errors to ensure school and district level compliance
- Supervise assigned personnel including the school Data Entry Operators and district Data Quality Assistants, conduct annual performance evaluations, and make recommendations for appropriate employment action
- Work with school administration and Data Entry Operators to correct class size reporting errors to ensure school and district level compliance
- Collaborate with Supervisor of State Reporting to manage projects assigned to school Data Entry Operators with the goal of improving procedures for validating data accuracy and

- implementing systematic procedures to ensure data quality prior to State reporting
- Maintain contact with other school districts and professional management associations for the development of new ideas and methods to improve the efficiency and effectiveness of the district's data processing system(s)
- Attend technical workshops and meetings as required
- Communicate with Data Quality and Integrity Specialist to improve the efficiency and effectiveness of the collection and flow of data, and the accuracy of data reported to state and federal agencies
- Perform other duties as assigned by the Supervisor of State Reporting and/or designee

**Physical Demands:**

Exerting up to 50 pounds of force occasionally and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force regularly or as needed to move objects

**Reports to:**

Reports directly to the Supervisor of State Reporting and/or designee

**Evaluation:**

Annual evaluation done by the Supervisor of State Reporting and/or designee

**Terms of Employment:**

12-month employment

**Salary:**

Salary based upon approved salary schedule - Professional/Technical/Supervisory Category F

**Job Code:**

82008

Board Approved: 07/18/00

Revised: 1/20/09, 03/03/09, 05/17/11, 06/10/14, 01/26/16, 06/27/23