

Lebanon Community Schools
Job #25112 - District-Level Data Coordinator - Technology Department -
District Office (25112)

JOB POSTING

Job Details

Posting ID

25112

Title

Job #25112 - District-Level Data Coordinator - Technology Department - District Office

Description

QUALIFICATIONS:

1. High school diploma or equivalent.
2. Criminal history clearance.
3. Demonstrated high level of technical skills, including advanced spreadsheet skills and data management.
4. Ability to extract, reconcile, analyze, and report data accurately across multiple systems.

HOURS:

8 hours/day

Monday - Friday/Approximately 260 days

BEGINNING DATE/WAGES:

To Be Determined/Mid January 2026

\$24.58 - \$32.34 hr. - Placement determined by experience per the negotiated LESPA Contract.

POSITION SUMMARY:

The primary purpose of this position is to ensure the accurate, effective, and compliant use of the district's Student Information Systems Suite and related data systems by all district stakeholders. The District Level Data Coordinator supports school registration, academic data management, assessments, and required local, state, and federal reporting. This role focuses on data extraction, reconciliation, validation, and reporting, including Oregon Department of Education submissions and Civil Rights Data Collection requirements. The position requires a high level of technical proficiency, advanced spreadsheet skills, and the ability to manage complex data sets while supporting staff through training and system support. This position provides technical and operational support and does not involve decision-making responsibilities.

ESSENTIAL FUNCTIONS:

1. Facilitates the district's day-to-day use of the Student Information Systems Suite to help ensure the most effective use of the available features.
2. Maintains current and in-depth knowledge of the Student Information Systems Suite, including Synergy roles, permissions, and system functionality.
3. Supports and coordinates school registration processes within the Student Information Systems Suite.
4. Works with district and school staff to ensure student and staff data is accurate, complete, accessible, and aligned with district data standards.
5. Extracts, reconciles, validates, and analyzes academic, assessment, and enrollment data across systems.
6. Pulls and prepares data as needed for district departments, schools, audits, and required submissions.
7. Assists district and school staff in meeting state and federal reporting requirements, including Oregon Department of Education reporting.
8. Manages and completes Civil Rights Data Collection reporting and related data validation.

9. Identifies opportunities to improve data accuracy, system use, and reporting processes and recommends improvements to current practices.
10. Informs district and school staff of system upgrades, changes, and new features and supports implementation.
11. Trains and supports district and school staff in the appropriate and effective use of student information systems and related tools.
12. Utilizes advanced spreadsheet and technical skills to organize, reconcile, analyze, and report complex data sets.
13. Supports district and school level data needs while maintaining data integrity, confidentiality, and compliance requirements.
14. Works harmoniously with others and communicates effectively, both orally and in writing, with students, parents, and staff.
15. Operates a computer and views a computer screen for prolonged periods of time.
16. Frequent and prolonged talking and hearing conversations.

APPLICATION PROCESS:

Interested applicants must apply through our District Office website at <https://lebanonor.schoolspring.com/>. Salary as per negotiated agreement. For more information, contact Technology Application and Support Services Director, Alisha Port at: alisha.port@lebanon.k12.or.us

The district's policy is to provide veterans and disabled veterans with preference as required by law and will require applicants to provide certification⁴ of eligibility for preference, in addition to other requested materials.

Reasonable accommodations for the application and interview process will be provided upon request and as required in accordance with the Americans with Disabilities Act of 1990. Individuals with disabilities may contact the Human Resources Office at (541) 259-8949 for additional information or assistance. Speech/hearing impaired applicants may contact the District for help through the Oregon Telecommunications Relay Service by dialing (800)735-2900. Spanish Voice/TTY#: 1-800-735-3896

⁴ See verification of Veteran's Preference (OAR 839-006-0465). An applicant claiming veteran's or disabled veteran's preference will submit a copy of their Certificate of Release or Discharge from Active Duty (DD Form 214 or 215) or a certification that the veteran is expected to be discharged or released from active duty under honorable conditions not later than 120 days after the submission of the certification. A disabled veteran may also submit a copy of their letter from the US Department of Veterans Affairs, unless the information is included in the DD Form 214/215 or a certification that the veteran is expected to be medically separated from active duty under honorable conditions not later than 120 days after the submission of the certification.

Lebanon Community School District is an equal opportunity employee.
The District reserves the right to transfer employee to another position and/or site.

<i>Shift Type</i>	Full-Time	<i>Salary Range</i>	\$24.58 to \$32.34
<i>Salary Code</i>	Per Hour	<i>Position Type</i>	Classified
<i>External Job Application</i>	Classified	<i>Internal Job Application</i>	Internal
<i>Location</i>	Technology	<i>Posting Status</i>	Active
<i>Minimum Qualifications Screening</i>	High School Diploma/GED		

SchoolSpring

Job Categories

Other Professional: Other Classified Professional

<i>Job Type</i>	Full-time
<i>Grade Level(s)</i>	Not applicable
<i>Degree Preferred</i>	Not applicable ("Degree Preferred" will not appear on job posting)
<i>Experience Preferred</i>	No experience required
<i>Work Eligibility</i>	Citizenship, residency or work visa required
<i>Employment Start Date</i>	To Be Determined

Job Application Timeframes

<i>Internal Start Date</i>	12/23/2025	<i>General Start Date</i>	12/23/2025
<i>Internal End Date</i>		<i>General End Date</i>	

Job Pools

<i>Pool Name</i>	<i>Quantity</i>	<i>Requisition ID</i>	<i>Requisition Title</i>
Default	1	6043	District-Level Data Coordinator - Technology Department - District Office

Alternate Job Contact

<i>Name</i>	Alisha Port	<i>Title</i>	Technology Application and Support Services Director
<i>Location</i>	Technology	<i>Phone</i>	
<i>Email</i>	alisha.port@lebanon.k12.or.us		

References

<i>Automatically Send Reference Check</i>	No	<i>Reference Check Form</i>	Classified Reference Check
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