

Lebanon Community Schools

POSITION DESCRIPTION

TITLE: DISTRICT-LEVEL DATA COORDINATOR

TYPE: Classified

REPORTS TO: Technology Application and Support Services Director

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.

MINIMUM 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.

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.

LEBANON COMMUNITY SCHOOLS

Position Description

District-Level Data Coordinator (cont'd)

PHYSICAL REQUIREMENTS FOR ESSENTIAL FUNCTIONS

In an 8 hour workday, this job requires:					
R - Rarely (Less than .5 hr per day)		O - Occasionally (.5 - 2.5 hrs per day)			
F - Frequently (2.5 - 5.5 hrs per day)		C - Continually (5.5 - 8 hrs per day)			
NA - Not Applicable					
Physical Requirements	NA	R	O	F	C
Sitting					X
Stationary standing		X			
Walking (level surface)			X		
Walking (uneven surface)	X				
Crawling	X				
Crouching (bend at knees)		X			
Stooping (bend at waist)		X			
Twisting (knees/waist/neck)				X	
Turn/pivot		X			
Climbing (stairs)		X			
Climbing (ladder)	X				
Reaching overhead		X			
Reaching extension			X		
Repetitive use arms				X	
Repetitive use wrists				X	
Repetitive use hands grasping					X
Repetitive use hands squeezing			X		
Fine manipulation					X
Using foot control	X				
*Pushing/Pulling Maximum weight: 30 lbs.				X	
*Lifting/Carrying Maximum weight: 30 lbs.			X		

* Identify items typically moved: Carts, cash boxes, boxes of supplies, file drawers

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Position Description
District-Level Data Coordinator (cont'd)

OTHER REQUIREMENTS:

1. Possible exposure to bodily fluids due to employee illness or injury.
2. Function where there is pressure, frequent interruptions, and a stressful atmosphere.
3. Work is almost exclusively indoors.
4. May be required to obtain a First Aid and/or CPR Card and serve as a Delegated Caregiver or Designated First Aid Provider.
5. Occasionally performs other duties as required by supervisor.

WORKPLACE EXPECTATIONS:

The employee has regular attendance at work and work activities, and is punctual in meeting deadlines, attending meetings, and following schedules.

The employee is dressed and groomed in a neat, clean, and appropriate professional manner for the assignment and work setting.

The employee maintains the integrity of confidential information relating to a student, family, colleague, or district patron. The employee uses or relays personal information only in the course of performing assigned responsibilities and in the best interest of the individuals involved.

The employee follows all district or supervisor policies, rules, regulations, memos, bulletins, announcements, applicable position descriptions, and reasonable requests by proper authority.

TERMS OF EMPLOYMENT:

Current work year of approximately 260 paid days, depending on position, subject to change.

Salary and benefits based on current District Salary Schedule and negotiated agreement.

EVALUATION:

Performance in this position will be evaluated in accordance with District policy and regulation concerning personnel evaluation.

EMPLOYEE STATEMENT:

"I have reviewed the above position description and understand its contents."

"I am aware that my position description may be revised or updated at any time and that I remain responsible for knowledge of its contents."

"I hereby certify that I am able to fulfill the essential functions of the above position."

Employee Name (Print)

Employee Signature

Date