

**Hernando County School Board  
Florida**

FLSA: Exempt, Non-Union

<b>COORDINATOR OF STUDENT DATA QUALITY AND REPORTING</b>
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**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
- Training or experience in technical support

**Desired Qualifications:**

- Experience with an IBM AS/400 -or- the current mainframe hardware in use by the district
- Experience with the TERMS software package(s) -or- the current mainframe software package(s) in use by the district

**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 data entry (Data Quality Technicians) 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 (Data Quality Technician), 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; produce edit, validation and exception reports for the schools and support sites; assist with the correction process
- Assist program specialists in methods of data collection for reporting purposes
- Retrieve and download state and district data as needed, i.e. SPAR reports, Assessment and Accountability files, etc.
- Provide technical assistance to statewide mentoring programs and scholarship reporting
- Act as a liaison between local, state and federal educational and governmental units to improve the compatibility of the school district's data processing system with the corresponding system of other units
- Analyze program specifications and applications for completeness and conformance to district policies and procedures; work with Technology and Information Services

Department (TIS) programming staff to test student software upgrades and changes relating to student data reporting

- Supervise assigned personnel including the Data Quality and Integrity Specialist and all School Data Entry Operators (Data Quality Technicians), conduct annual performance appraisals and make recommendations for appropriate employment action
- Develop a system, to include quarterly meetings with school administration to assess data entry (Data Quality Technicians) performance
- Ensure accurate reporting of all elements included in school grades, graduation, and dropout rates
- Review FTE recalibration reports to determine accuracy of student ID and shared FTE; implement the new State ID requirements in our local SIS
- Maximize the FTE earned by the district through the accurate and thorough reporting of FTE related data
- Work with school administration and Data Entry Operators (Data Quality Technicians) to correct class size reporting errors to ensure school and district level compliance
- Manage projects assigned to school data entry (Data Quality Technicians); advise alternate ways to improve procedures for validating data accuracy, and implement 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
- Work 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 Assessment and Accountability and/or

**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 Assessment and Accountability and/or designee

**Evaluation:**

Annual evaluation done by the Supervisor of Assessment and Accountability and/or designee

**Terms of Employment:**

12-month employment

**Salary:**

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

**Job Code:**

82010

Board Approved: 07/18/00

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