

**Hernando County School Board
Florida**

FLSA: Non-Exempt, Non-Union

DATA QUALITY & INTEGRITY SPECIALIST
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Required Qualifications:

- A.A. or A.S. Degree and one (1) year of experience in a related field*
- Extensive working knowledge of personal computer based software programs, including Microsoft Office products
- Knowledge of data entry methods and procedures used for student information
- Ability to communicate comfortably with administrators, personnel and public; express ideas and thoughts both verbally and in written form, select and use appropriate communication methods
- Ability to work independently and make decisions with minimal supervision

*In lieu of A.A. or A.S. Degree, High School diploma and three (3) years of experience in a related field

Desired Qualifications:

- Degree in computer-related field
- Experience with the current mainframe hardware in use by the district
- Experience with the current mainframe software package(s) in use by the district

Performance Responsibilities:

- Review policies and procedures continuously in order to make recommendations to improve upon and standardize the processes of data collection/reporting
- Inspect and analyze current data collection activities regularly and take action to continuously improve procedures, services and support to schools and work locations
- Conduct training of employees in the procedures and techniques required by the process of data collection/reporting
- Provide technical assistance in planning, designing and implementing data collection activities based on DOE requirements and changes
- Establish cooperative relationships with district level program staff , school personnel and other stakeholders, effectively communicating and interpreting policies and procedures as necessary
- Consult with school-based and district-level personnel to identify data collection problems and needs
- Develop and disseminate publications necessary for the coordination of district data collection activities
- Represent the district on committees, at meetings and conferences concerning district-wide data collection activities
- Maintain knowledge of the features of the student information system

- Assist with verification process for the accuracy of school survey, graduation, and school grade data
- Perform other duties as assigned by the Coordinator of Student Data Quality and 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 Coordinator of Student Data Quality and Reporting and/or designee

Evaluation:

Annual evaluation done by the Coordinator of Student Data Quality and Reporting and/or designee

Terms of Employment:

12-month employment

Salary:

Salary based upon approved salary schedule – Professional/Technical/Supervisory Category D

Job Code:

77131

Board Approved: 06/10/14
Revised: 06/10/14, 01/26/16