

Job Description Confluence Academies

POSITION TITLE Core Data/Student Information Systems **DEPARTMENT:**
Manager
REPORTS TO: Chief Executive Officer Administration

POSITION SUMMARY: Responsible for creating, monitoring and documenting all Federal Programs compliance requirements, including but not limited to School and Network Improvement Plans, Building Schoolwide Plans, the Consolidated Federal Programs Application, Network and Building Parent Notifications, Professional Development Requirements, Highly Qualified Teacher Documentation, and other Educational Service Programs; Responsible for providing the basic data to generate various state and federal payments and to determine compliance with state and federal statutes and regulations; Responsible for collection, analysis, implementation and support of data that will help assess and monitor the academic needs and progress of all students.

ESSENTIAL JOB FUNCTIONS include the following. Other duties may be assigned.

- Create Network school year calendar and ensures compliance with day and hour requirements.
- Create worksheets to calculate student attendance hours for each student, each month, for each campus.
- Extract and merge attendance reports from multiple sources to calculate regular and remedial attendance.
- Manage the essential functions of the MOSIS Data System.
- Manage data reporting for Summer School as required by DESE.
- Collects and submits data required by the core data collection system. Monitors and analyzes school and network core data in order to maintain accuracy of data.
- Ensures Network meets comparability requirements.
- Helps principals and office managers at the building and Network level analyze and disseminate core data.
- Maintains data for review and auditing purposes as required by the State.
- Works with data owners to ensure consistency through the creation of uniform attendance policies and procedures.
- Uploads student attendance information in proper format to DESE website for financial reimbursement.
- Makes corrections, if necessary, on student attendance per DESE guidance.
- Maintains copies of all attendance records including late arrival, early dismissal, and classroom teacher attendance lists.
- Generates reports directly from Tyler SIS.
- Work with SIS contact personnel in all buildings including principal, clerical, guidance staff and teachers.
- Perform help desk or Level II support duties for SIS data entry, SIS attendance, SIS scheduling, SIS grade book, SIS custom reports, SIS discipline, SIS activity/honors data, SIS account creation and other SIS modules.
- Perform data audits to ensure consistency and accuracy of data in all areas for Core Data.
- Perform on-site training as needed during non-peak seasons.
- Supports deployment of Tyler SIS enhancement tools.
- Communicates regularly with schools via phone, email, and site visits.

- Compiles all documentation required for the State's monitoring of the Network's grant activities and requirements.
- Assists any school at Level II or higher with school improvement requirements including collecting and compiling data, identifying appropriate strategies needed to develop school improvement plans and supporting budgets.
- Compiles all necessary components for annual grant applications.
- Assists with the data collection, data analysis, and implementation of the Network's strategic plan.
- Ensures required ESSA notifications are disseminated to schools, parents, and others through various means, including network report card and website.
- Tracks expenses for restricted funds, including Federal SPED, Supplemental, Coaching, etc.
- Assist with Supplemental, Coaching, & Federal SPED budget developments, revisions, and approvals.
- Prepare DESE payment requests when applicable.
- Creates and monitor monthly time and effort logs and certification for federally funded employees.
- Develops, streamlines, and supports key network-wide data collection/reporting activities related to core data, school-wide and targeted programs and school improvement.
- Provides required and requested documents to auditors. Field any questions.
- Works closely with principals, data owner, and LEP, SPED and Homeless coordinators to ensure critical data projects are prioritized and timely disseminated to appropriate state, federal and Network departments.
- Participates regularly in Professional Learning Communities to provide guidance in using data to improve learning outcomes.

QUALIFICATION REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Education/Experience: Master's degree or higher. Three years of successful administrative experience building or network experience in directing (or as an assistant) student service programs desirable.

Language Skills: Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or government regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

Mathematical Skills: Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

Reasoning Ability: Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

Other Skills and Abilities: Must be able to transport between school buildings, networks and cities. Ability to apply knowledge of current research and theory in specific field. Ability to establish and maintain effective working relationships with students, staff and the community. Ability to communicate clearly and concisely both in oral and written form. Ability to perform duties with awareness of all district requirements and Board of Education policies. Ability to

utilize technology in establishing appropriate record keeping program for students, programs, and staff.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit and talk or hear. The employee is occasionally required to stand and walk. Specific vision abilities required by this job include close vision and the ability to adjust focus. The position requires meeting deadlines with severe time constraints, interacting with the public and staff, irregular or extended work hours. The employee is responsible for safety, well-being, and work output of others. Must be able to meet demands from several people.