

Hinsdale High School District 86
JOB DESCRIPTION

Job Title: Data Specialist

Calendar Work Days: 260 days/12 month

Supervisor: Information Management Supervisor

Status: Exempt - Non-Union

Position Objective

The Data Specialist plays a critical role in managing, maintaining, and analyzing data across District systems. This position is responsible for ensuring the accuracy, integrity, and security of District data systems, generating reports, and performance tuning of Student Information System and production databases while ensuring high levels of data availability. The Data Specialist collaborates with various stakeholders to streamline data collection processes, maintain compliance with state and federal reporting requirements, and support the district's strategic goals.

QUALIFICATIONS - EXPERIENCE - KNOWLEDGE:

- Degree in computer science, information technology or a related field, or an equivalent combination of education and experience is preferred.
- Knowledge of SQL and experience in developing and maintaining applications that use Microsoft SQL Server databases.
- Knowledge of reporting and query tools and practices.
- Strong understanding of standard relational database structures, theories, principles, and practices.
- Experience with Tableau or other visualization tools preferred.
- Excellent verbal and written communication skills
- Ability to set work priorities, multi-task and work independently, and use time management and organization strategies well.
- Presents a professional image and interacts professionally with faculty, staff, students and community

ESSENTIAL PERFORMANCE RESPONSIBILITIES:

The tasks listed below are representative of the essential performance responsibilities. Tasks assigned to individuals will vary based on department needs and it is possible not all duties will be performed in any given year. However, individuals must be able to perform the following duties, with or without reasonable accommodation, as assigned by their supervisor.

- Recommend, schedule, and perform software improvements and upgrades.
- Develops, defines, implements, and enforces Information Security Policies and adheres to student data privacy reporting guidelines.
- Assist with developing programming scripts to enhance functionality and performance of information management and student information applications as necessary.
- Supports the relational database applications including Student Information System, Infinite Visions, Microsoft SQL and other district database applications.
- Compiles, tests, debugs, and documents previously developed or existing source programs.

- Analyze and assess existing information management systems and procedures to identify opportunities for improvement.
- Prepare and submit state and federal data reports, ensuring compliance with timelines and accuracy requirements (e.g., ISBE SIS, Civil Rights Data Collection) Develop customized reports, visualizations, and coordinate testing, implementation, and documentation.
- Integrate and supports the District's online registration, BluePoint Emergency Notification, Active Directory, Embrace IEP, Google Apps, ParentSquare, Online Registration and other district systems with the Student Information and Finance Systems.
- Documents on current systems operations and make recommendations for improvements on database products, services, protocols, and standards in support of procurement and development efforts.
- Arranges project requirements in programming sequence by analyzing requirements, preparing a workflow chart and diagram using knowledge of computer capabilities, subject matter, programming language, and logic.
- Maintains professional and technical knowledge by attending educational workshops; reviewing professional publications; establishing personal networks; participating in professional affiliations.
- Serves as a backup to other Technology Services staff.
- Supports, maintains and manages the Data Warehouse.
- Supports all facets of the Student Information, Finance and other relevant systems.
- Performs other tasks assigned by Information Management Supervisor or Chief Information Officer .

PHYSICAL DEMANDS AND WORK ENVIRONMENT:

While performing the duties of this job, the employee is frequently required to stand, walk, sit and see, talk and hear. The employee is required to reach with hands and arms and stoop, kneel, or crouch. The employee must be able to lift and/or move up to 25 pounds on occasion and up to 10 pounds regularly/daily. Specific vision abilities required by this job include close vision, such as to read type or hand written material. Frequent computer work required. The noise level in the work environment is that of a high school and can be loud when in places like gyms and cafeterias. The employee is continuously interacting with parents/guardians, community members, outside providers, students, and staff.

The information contained in this job description posting is for compliance with the Americans With Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position. The individuals currently holding this position perform additional duties and additional duties may be assigned.

Notice of Nondiscrimination:

The statements in this job description are intended to describe the general nature and level of the work to be performed by (an) individual(s) assigned to this position. They are not an exhaustive list of all duties and responsibilities related to the position. This job description will be reviewed periodically as duties and responsibilities change with business necessity and School Board Policy and procedures. Essential and marginal job functions are subject to modification.

The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties may be assigned.

Hinsdale Township District 86 is an Equal Opportunity Employer. It is the policy and practice of District 86 to decide all matters relating to employment solely on the basis of the applicant's ability to perform the essential functions of the position. It shall be the policy District 86 to hire all staff without discrimination because of race, color, creed, religion, sex, sexual orientation, gender expression or identity, marital status, national origin or ancestry, age, disability, physical or mental handicap unrelated to ability, veteran, military status or an unfavorable discharge from service, or citizenship status provided the individual is authorized to work in the United States. District 86 is committed to a workplace free of unlawful discrimination, harassment or retaliation as mandated under Title VI, Title IX, Section 504, the Age Discrimination Act, the Boy Scouts Act, and the Americans with Disabilities Act.

NON-DISCRIMINATION COORDINATOR

Jodi Bryant

Assistant Superintendent of Human Resources

5500 South Grant Street

Hinsdale, IL 60521 630-570-8008

For further information on notice of non-discrimination, visit https://ocrcas.ed.gov/contact-ocr?field_state_value=652 for the address and phone number of the office that serves your area, or call 1-800-421-3481