



Austintown Local Schools

Job Title:	Data and Compliance Coordinator	Job Category:	Administration
Licensure:	Administrative License	Location:	Central Office
Reports to:	Superintendent	Working Days:	220 day calendar
Qualifications			
<ul style="list-style-type: none">• Appropriate and Valid Ohio Administrative License• Master's Degree in Curriculum and Instruction or Doctorate degree in appropriate area(s) preferred• Alternative to the above qualification as the Superintendent or Board of Education may find appropriate			
Job Duties and Responsibilities			
<p>Position Overview:</p> <p>The Data and Compliance Coordinator plays a crucial role in ensuring the school district adheres to legal and ethical standards related to data management, privacy, and compliance with various laws and regulations. They are responsible for developing and implementing policies, procedures, and training programs to protect student and staff data, and they also monitor compliance with reporting requirements and other legal obligations.</p> <p><i>Note:</i> Duties may require travel between buildings.</p> <p>Key Responsibilities:</p> <ul style="list-style-type: none">• Developing and implementing data privacy policies and procedures.• Establishing guidelines for data collection, storage, use and disclosure, ensuring compliance with laws like FERPA (Family Educational Rights and Privacy Act).• Training staff on data privacy and security.• Educate teachers, staff and administrators on data handling protocols, proper data storage, and security best practices.• Monitoring data usage and access.• Track how data is used within the district to ensure it aligns with established policies and regulations.• Understanding and interpreting relevant laws and regulations.• Keeping abreast of changes in federal, state and local laws related to education, data privacy and compliance.• Oversee the collection, processing and submission of data for state and federal reporting purposes.• Monitoring compliance with policies and procedures.• Track and evaluate the district's compliance with established policies and regulations, ensuring they are being followed consistently.• Prepare reports for administrators and Board members on the district's compliance status, highlighting areas of strength and potential areas for improvement.• Collaborating with legal counsel and other compliance professionals.• Assess potential risks related to data management and compliance, and develop strategies to minimize those risks.• Developing and maintaining documentation.• Serve as a resource for staff members who have questions or concerns about data privacy and compliance.• Continuously monitor developments in data privacy and compliance, and implement best practices within the district.• Performs other specific job-related duties as directed by the Superintendent.			



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Abilities Required:

The following characteristics and physical skills are important for the successful performance of assigned duties.

- Demonstrates professionalism and contributes to a positive work environment.
- Organizes tasks and manages time effectively.
- Skillfully manages individual, group, and organizational interactions.
- Effectively uses verbal, non-verbal, writing, and listening skills.
- Averts problem situations and intervenes to resolve conflicts.
- Exhibits consistency, resourcefulness, and resilience.
- Exercises self-control and perseverance when dealing with students/parents and staff.
- Completes paperwork accurately. Verifies and correctly enters data.

Working Conditions:

Exposure to the following situations may range from remote to frequent based on circumstances and factors that may not be predictable.

- Duties may require bending, crouching, kneeling, reaching, and standing.
- Duties may require lifting, carrying, and moving work-related supplies/equipment.
- Duties may require operating and/or riding in a vehicle.
- Duties may require traveling to meetings and work assignments.
- Duties may require prolonged use of a computer keyboard and monitor.
- Duties may require working under time constraints to meet deadlines.
- Potential for exposure to adverse weather conditions and temperature extremes.
- Potential for exposure to bloodborne pathogens and communicable diseases.
- Potential for interaction with disruptive and/or unruly individuals.

Performance Evaluation:

Job performance is evaluated according to the policy provisions adopted by the Austintown Local School District Board of Education and the Master Agreement.

No portion of this job description shall supersede Austintown Local School District Board of Education policies and applicable state or federal laws. Any changes in working conditions applicable to the current agreement shall be subject to negotiations at the demand of either part.

The Austintown Local School District Board of Education is an equal opportunity employer offering employment without regard to race, color, religion, gender, national origin, age, or disability. This job description summary does not imply that these are the only duties to be performed. This job description is subject to change in response to funding variables, emerging technologies, improved operating procedures, productivity factors, and unforeseen events.

Last Updated	April 2025
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