

**WEST DES MOINES COMMUNITY SCHOOL DISTRICT
JOB DESCRIPTION**

JOB TITLE Director of Data Management

CLASSIFICATION Administrator

IMMEDIATE SUPERVISOR Associate Superintendent of Teaching and Learning

JOB SUMMARY

Provides collaborative and action-oriented leadership. Assists staff to efficiently obtain needed information using district technology/data integration systems in a timely manner; Aligns data systems to district priorities; Facilitates access to instructional and administrative technology resources needed by students, staff and administrators.

The essential functions as shown below represent only the key areas of responsibility; specific position requirements will vary depending on the needs of the district.

QUALIFICATIONS

(Skills, Knowledge, Abilities, Education, Certification/Licensure, Experience, Equipment)

A. Skills, Knowledge and Abilities

1. Ability to provide leadership to effectively meet the needs of students, staff, families and the community.
2. Ability to use facilitation skills to establish and maintain a collaborative working atmosphere within the district that is conducive to optimum growth and learning consistent with the goals and objectives of the school district.
3. Very high level of accuracy and experience working with data and generating reports.
4. Extremely high skill set using technology products (for example, Microsoft Excel) for data organization.
5. Experience with Infinite Campus, or similar student learning management system.
6. Ability to interpret state/federal rules and guidelines and generate information required for reporting to various agencies.
7. Competency working in a culturally diverse environment or the willingness to acquire these skills.
8. Knowledge of and background in educational research.
9. Knowledge of research methodology and of adult learning models.
10. Effective oral and written communication skills.
11. Ability to work effectively with staff, students, families, and community partners.
12. Ability to work effectively through the committee process to accomplish goals.
13. Ability to collect a variety of data and develop accurate reports.
14. Ability to organize varied tasks and meet deadlines in a timely manner.

B. Education

1. Master's Degree in Social Science, Human Resources, Educational Administration, or related field.
2. Additional graduate work related to scope of responsibility highly desired.

C. Certification/Licensure

1. Appropriate BOEE licensure.
2. Reasonable Suspicion Certification (annually).

D. Experience

1. Minimum of three years of related successful administrative experience required.
2. Minimum of two or more years of experience and/or training in data and assessment management and analysis.

SUPERVISION OF OTHERS

Supervision of personnel as assigned by the Associate Superintendent of Teaching and Learning.

ESSENTIAL JOB FUNCTIONS

1. Conducts ongoing analysis of existing and emerging instructional/administrative technologies
2. Works with Director of Technology on the alignment of school district processes with IT applications.
3. Develops and monitors a comprehensive data governance and management program.
4. Implements data governance processes and procedures.
5. Establishes processes and procedures for generating the data and reports.
6. Assists with completion of reports for state, federal and grant funds.
7. Serves as a resource person at board meetings and assists with presentations of information and/or recommendations.
8. Generates other assessment data necessary for preparation of required district, state and federal reports as required requested.
9. Directs the analysis of assessment data to provide insight to stakeholders on student learning.
10. Provides a systematic evaluation process of key district programs.
11. Coordinate district assessments, including: district-wide, state accountability and NAEP.
12. Serve as a contributing member of the Teaching and Learning Department, Administrative Leadership Team, and on committees as assigned.
13. Maintains professional growth through graduate work, active involvement in professional organizations, seminars, and/or reading related professional literature.
14. Maintains confidentiality.
15. Demonstrates prompt and regular attendance.
16. Maintains harmonious working relationships with the public, students and other employees.
17. Keeps the Associate Superintendent of Teaching and Learning advised on all relevant matters.
18. Complete all safety trainings as required.
19. Performs other duties as assigned by the Associate Superintendent of Teaching and Learning.

PHYSICAL REQUIREMENTS

1. Mobility as needed to visit all district facilities.
2. Must be able to drive a car or to provide transportation suitable to accommodate responsibilities.

WORKING CONDITIONS

1. Office in Learning Resource Center.
2. Work in district buildings frequently.
3. Considerable in-district travel required.
4. Occasional work out of district.
5. Frequent evening work necessary.

TERMS OF EMPLOYMENT

1. 12 month position.
2. Per Board Policy and administrative guidelines.
3. Performance evaluated per Administrator Performance Evaluation Handbook.

Adopted Date January 2017 Revised Date _____

The West Des Moines Community School District does not discriminate on the basis of race, color, national origin, sex, disability, religion, creed, age (for employment), marital status (for programs), sexual orientation, gender identity, genetic information, and socioeconomic status (for programs) in its educational programs and its employment practices.

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