

## EDUCATIONAL DATA MANAGER

414-U

**DISTINGUISHING FEATURES OF THE CLASS:** This position insures the integrity of data for the school district and functions as the key manager and report writer of this data. The incumbent will make the data accessible and easy to understand so it may be used to support teaching and learning. The work involves responsibility for providing resource assistance in the support and maintenance of data for the purpose of data integrity and accuracy for school improvement to school districts under the jurisdiction of BOCES. The incumbent manages data from multiple sources (including, but not limited to, New York State assessment data, student demographics, etc.) which will be used to facilitate decision making in the areas of school-wide planning processes, curriculum development, staff development and training and other instructional services. The school district or BOCES will access this service for the purpose of reporting data to the state including specific district needs as maintained and reported in order to accurately report all data and to maintain data integrity. The work is performed under the general direction of the Assistant Superintendent of Instruction, Business, or designee, with leeway allowed for the use of independent judgment in carrying out the details of the work. Direct supervision maybe exercised over the work of support staff.

**TYPICAL WORK ACTIVITIES:** *The typical work activities listed below, while providing representative examples of the variety of work assignments in the title, do not describe any individual position. Incumbents in this title may perform some or all of the following, as well as other related activities not described.*

Serves as the school district's Data Coordinator for student information and reporting;

Initiates and develops procedures for BOCES and/or school districts to facilitate utilization of the  
Student Management System (SMS);

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Prepares statistical and accountability reports or summaries of state, federal and other associated reports on assessment and student data for presentation to various audiences;

Responsible for data integrity for the preparation of state and federal accountability systems and reports;

Assists school districts and/or BOCES in the development of student performance reports and preparation materials related to the New York State Education Department (NYSED) School Report Card;

May be responsible for grant submission and evaluation activities, including data collection and analysis via surveys, observation and review of archival data;

Serves as a liaison to NYSED, Regional Information Center (RCIS) and school data teams;

Insures that all activities are conducted in accordance with established professional standards and protocols;

Manages the student management system for timely data verification for all mandated reporting;

Performs consistence checks;

Provides status reports to the appropriate superintendent and administrative team;

Assists district users in operating the data system;

Performs data extraction;

May prepare, manage and monitor budgets and billing for services;

Does other related work as required.

**EDUCATIONAL DATA MANAGER****Page 3****FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL CHARAC-**

**TERISTICS:** Thorough knowledge of student informational systems, database technology and data extraction; good knowledge of data management procedures; good knowledge of data for use in educational accountability; good knowledge of the preparation and use of statistical and research concepts and methods; Technical expertise to manage data collection in all student management systems; good knowledge of registration and enrollment procedures; good knowledge of computer systems and common software programs including database and spreadsheets; ability to supervise the work of others; ability to develop and maintain effective working relationships with groups and individuals; ability to read and to comprehend complex oral and written material, ability to clearly and concisely express ideas orally and in writing; tact; and resourcefulness.

**MINIMUM QUALIFICATIONS:** Either:

- (A) Graduation from a regionally accredited or NYS registered college or university with a Master's Degree or higher in Education, Business, Social Sciences, Applied Science, Social Psychology, Statistics, Mathematics or a related field; and one (1) year of experience in database design and/or management, data collection and data verification for state and federal reports or comparable private sector experience; or
- (B) Graduation from a regionally accredited or NYS registered college or university with a Bachelor's Degree in Education, Business, Social Sciences, Applied Science, Social Psychology, Statistics, mathematics or a related field and two (2) years of experience in database design and/or management, data collection and data verification for state and federal reports or comparable private sector experience; or

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- (C) Graduation from a regionally accredited or NYS registered college or university with an Associate's Degree in Education, business, Social Sciences, Applied Science, Social Psychology, Statistics, Mathematics, or related field and four (4) years of experience in database design and/or management, data collection and data verification for state and federal reports or comparable private sector experience; or
- (D) Graduation from High School or possession of an equivalency diploma and six (6) years of experience in database design and/or management, data collection and data verification for state and federal reports or comparable private sector experience.

**NOTE:** Your degree or credits must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree or credits were awarded by an educational institution outside of the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the Internet at: <https://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.

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Originated::8/09/2012

Jurisdictional Class: Competitive

Public Hearing: N/A

NYS Civil Service Commission Approval:

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Revised and Replaced in Classplan: 2/2/2023

Revised and Replaced in Classplan 3/28/2023

Revised and Replaced in Classplan: 3/31/2025 (Edu)