

EDUCATIONAL DATA AND INFORMATION SECURITY MANAGER 414-X

DISTINGUISHING FEATURES OF THE CLASS: This position is responsible for insuring 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 to school districts in the support and maintenance of data for the purpose of data integrity and accuracy for school improvement. 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 and training and other instructional services. The school district 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 incumbent plans and executes the protection of information to ensure the security of electronic data. The work is performed under the general direction of the Assistant Superintendent or designee, with leeway allowed for the use of independent judgment in carrying out the details of the work. Direct supervision is exercised over the work of support staff. Does related work as required.

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.*

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

Maintains integrity of administrative and instructional data (user id's, passwords, student information, etc.);

Create and implement data security procedures;

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

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

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

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

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

Ensures 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;

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

Assists district users in operating the data system;

Performs data extraction;

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

Instructs computer users on data;

Does other related work as required.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL

CHARACTERISTICS: Thorough knowledge of student information 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 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 New York State registered college or university with a master's Degree or higher in Education, Business, Social Sciences, Social Psychology, Statistics, mathematics or related field; and (1) one year of experience in database management, data collection and data verification for state and federal reports; or
- (B) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree in Education, Business, Social Sciences, Social Psychology, Statistics, mathematics or related field; and (2) two years of experience in database management, data collection and data verification for state and federal reports.

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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Public Hearing: N/A
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