

JOB DESCRIPTION

TITLE: MANAGER, ACCOUNTABILITY DATA WAREHOUSE

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education/ Experience	Bachelor's degree in computer science, engineering, mathematics, or related field and three (3) years experience as a programmer in a complex computer environment utilizing <i>Dot-net</i> . Must have advanced knowledge and experiences in SQL, VB/C#.net, JAVA scripts, and XML. Experience in using Microsoft Visual Studio is required.
Language Skills	Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of administrators, employees and the general public.
Mathematical Skills	Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.
Certificate/License	N/A
Reasoning Ability	Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.
Physical Demands	The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to talk and hear. The employee frequently is required to sit. The employee is required to stand and walk; use hands to finger, handle or feel; and reach with hands and arms. The employee occasionally lifts and/or moves up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision and ability to adjust focus. The employee shall remain free of any alcohol or non-prescribed controlled substance in the workplace throughout his/her employment by the District.

Work Environment The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually quiet.

REPORTS Director of Assessment and Data Management
TO

GENERAL RESPONSIBILITIES

1. Assists the Director of Assessment and Data Management in the planning for upgrading of hardware and software systems related to the Accountability Data Warehouse.
2. Manages the district's Accountability Data Warehouse.
3. Coordinates the design and implementation of the Accountability Data Warehouse.
4. Provides assistance and support to schools, district staff and School Advisory Councils in the use of data for planning and decision-making.

SPECIFIC RESPONSIBILITIES

1. Assists the Director of Assessment and Data Management with coordination and supervision of projects which are designed to improve the access and utility of the Accountability Data Warehouse.
2. Provides efficient and secure Accountability Data Warehouse data processing systems and services to meet the accountability data needs of the school system.
3. Assists in short and long-range planning for data input, retrieval and analysis to support the instructional data needs of the school district.
4. Plans and manages the Accountability Data Warehouse services that will maximize the utility of data for instructional decision-making.
5. Manages Accountability Data Warehouse data processing projects, resource utilization, and production performance.
6. Coordinates Accountability Data Warehouse system with all relevant functions of the school systems.
7. Consults and collaborates with the Division of Curriculum and Instructional Services in the design, training, implementation and evaluation of instructional programs requiring performance data.
8. Provides technical assistance to support the district's planning process including the District Educational Improvement Plan and the school improvement planning process.
9. Maintains and reviews the accuracy of student and system data on the Accountability Data Warehouse.

10. Provides technical assistance on data use and Accountability Data Warehouse access to district staff, particularly the Division of Curriculum and Instructional Services staff.
11. Develops and maintains site standards for Accountability Data Warehouse system operations, applications programming, disaster recovery, file and disk management, daily backups and all other operational aspects of the data processing environment related to the Accountability Data Warehouse.
12. Responds to requests from schools and departments on data requirements relating to the Accountability Data Warehouse.
13. Supervises the Facilitator for Data Utilization Training and Program Monitoring.
14. Develops administrative policies and guidelines for assigned areas of responsibility.
15. Prepares all required reports and maintains appropriate records.
16. Performs other duties as assigned.