



DATA COORDINATOR JOB DESCRIPTION

Department: Operations

FLSA Status: Exempt

Reports To: Director of Operations

General Description:

The Data Coordinator will assist in providing a smooth daily operation of the multiple schools by working directly with the School Level Operations Manager, School Leader, and Registrars. Work at this level requires knowledge of student data procedures and regulations, source data and the functionality of the student information systems to support school level operations and generate federal, state, and local reports.

Responsibilities include but are not limited to:

- Oversee student information system, develop, and manage processes to gather key information such as attendance, incidents, homeless, and other information pertaining to state and federal reporting.
- Support schools with ongoing State Level Data Clean-up by responding to emails and calls from school level data personnel and when necessary direct support in the school.
- Ensure that all data is readily accessible to key leadership staff and available for all compliance reporting.
- Collaborate with school-based staff to ensure accurate data is maintained; including supporting schools by responding to school level inquiries regarding enrollment records, withdrawal processing, report card processing, etc. in a regular and timely manner.
- Conduct monthly check ins with data point of contacts at the schools.
- Conduct monthly audits of school level enrollment data to check on data integrity.
- Works closely with school leaders to input master schedules into local SIS systems and in the case of high schools supporting student transcript processing.
- Roll over local SIS systems annually
- Communicates all operations related needs and information to school leaders and/or point of contact.
- Prepares customized reports for school needs
- Participates in all staff meetings, professional development, and projects.
- Provides information and/or training to school staff on the use of the student information system and application of data from the system.
- Assist in completing state and federal reporting
- Set up PowerSchool systems annually



- And other duties as assigned by direct supervisor

Applicant Requirements:

- Education: Bachelor's Degree (Preferred) or High School Diploma with 3 years of operational experience.
- Preferred skills and work experience:
 - Experience working in education organizations
 - Operations and facilities management experience
 - Experience in managing and enforcing service level agreements and contracts for outsourced services

Attributes:

- Demonstrates persistence in overcoming and removing obstacles to goal achievement
- Demonstrates a drive, commitment and sense of urgency that inspires others to achieve results
- Implements and monitors relevant work procedures in line with defined standards
- Proactively approaches others with a view to engaging in dialogue and building strong working relationships
- Recognizes people who may be of critical importance to achievement of one's objectives and involves them to get their input
- Requests input from others to work towards a more effective outcome
- Holds employees/colleagues accountable for achieving results and publicly acknowledges effective performance
- Likes to multitask
- Demonstrates good judgment; approachable and professional; solid problem-solving skills; self-motivated; well organized
- Willing to do whatever it takes.

Physical Requirements:

- Ability to stand, sit and move between workstations, read monitors and paperwork, write on flip charts, set up audio-visual equipment, and use telephone and keyboard
- Ability to travel to school sites in LA and surrounding states.