



Director of Assessment, Research and Evaluation



Administers and maintains relational database systems. Manages state reporting submissions and collaborates with appropriate database holders. Maintains and creates system integration packages, assists with student information database management, and provides support for student information system users. Collaborates with District Technology Division personnel on database and programming issues.



1. State Reporting Student Data (25%)

- x Extracts and submits all necessary data through SSRS and select CDC components as required by NDE.

2. Systems Integration (25%)

- x Assists with the maintenance of the SIS database and other District databases both in-house and hosted services. This includes but is not limited to student food service and transportation programs.
- x Collaboratively leads SIS management protocol and documentation.
- x Develops stored procedures, functions and triggers as needed in order to accommodate specific data needs of the District.
- x Creates and maintains data manipulation and cleansing tasks.

3. Data Requests (25%)

- x Imports and exports data from student database for use with other District systems utilizing SSIS packages, command prompt batch scripts, Windows scheduled tasks and secure FTP transactions.
- x Supports District staff with requests for information in accordance with district policy and procedures in order to effectively comply with state standards and requirements. Assists with communications to staff and public regarding student information system using tact and courtesy.
- x Provides support to users in report generation and data acquisition using SSRS and other report writing tools. Assists in the writing of reports, interpreting and updating of student information data.

4. Innovation and Teamwork (25%)

- x Consults with District Technology Division personnel on database and programming issues.
- x Participates in meetings and trainings as requested, suggests to change productively, and performs other duties as assigned.
- x Trains district staff regarding state reporting protocol.



12 months



Professional/Technical Salary Schedule



1. **Education Level:** Degree in computer science is preferred.
2. **Certification or Licensure:** None required.

3. Experience Desired:

- x Experience in developing and managing computer (technology based) information systems and database administration.
- x Familiar with the management of student and other school data.
- x Experience with Microsoft Windows, Apple OSX, Active Directory or other operating systems.
- x Experience as helpdesk technician or technical support staff.
- x Knowledge and use of SQL database.
- x Experience with SSIS.
- x Experience with SSRS, Crystal Reports, Cognofableau or other business intelligence software.

4. Other Requirements:

- x Commitment to ethical practices.
- x Ability to work cooperatively with people.
- x Ability to be flexible.
- x Ability to teach adults.
- x Good English usage, spelling grammar and punctuation skills.
- x Ability to type at least 40 wpm.
- x Ability to establish and maintain cooperative relationships with staff and others.



	Occasional 1 - 32%	Frequent 33 - 66%	Constant 67% +
x 1. Standing			X
x 2. Walking		X	
x 3. Sitting			X
x 4. Lifting 25 lb max.	X		
x 5. Carrying 50 feet.....	X		
x 6. Pushing / Pulling	X		
x 7. Climbing / Balancing		X	
x 8. Stooping / Kneeling / Crouching / Crawling		X	
x 9. Reaching / Handling			X
x 10. Speaking / Hearing.....			X
x 11. Seeing / depth perception / color			X

The statements herein are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of persons so classified. Responsibilities and duties assigned are at the discretion of the supervisor (or superintendent).