

EDUCATIONAL SERVICE CENTER OF CENTRAL OHIO

JOB DESCRIPTION

DATA SYSTEMS SUPERVISOR

Minimum Qualifications:

- Bachelor's degree or equivalent combination of training or work experience
- Minimum 2 years' experience in utilizing student software systems in an educational environment
- Experience in public sector/school environment preferred
- Documentation of a clear criminal record in compliance with state statute.
- Complies with drug-free workplace rules and Board policies

Note: This assignment may require a valid driver's license and access/availability of a reliable vehicle. Employees must meet all prerequisite and ongoing qualifications to be covered by the service center's insurance carrier.

FLSA Classification: Exempt

Reports To: Director of Technology and Digital Learning

Job Objectives:

Architects data systems to support agency decision-making to improve organizational efficiency and effectiveness; provides coordination, analysis, and management of data across the agency; designs, develops and oversees implementation of processes, policies, and procedures to improve information quality; collaborates with administrators and staff to develop systems to meet agency requirements. Provides expertise and support for agency system audits. Oversees EMIS reporting for the ESC and community schools as assigned. Supervises and works with Administrative Assistant to ensure student and staff data accuracy.

Responsibilities and Essential Functions:

"The following duties are representative of performance expectations; however, the list below is not ranked in order of importance."

- Executes processes related to student data collection and verification
- Resolves errors related to state reporting
- Facilitates error correction with staff submitting data
- Supports the ESC Data Systems Analyst with NWEA Map, Review 360 and Link Applications
- Attends training on EMIS, student information system and state reporting requirements

- Implements and executes assigned objectives in the ESC technology and operations plan
- Recommends solutions, policies and standards regarding data quality to the Center Director for adoption and implementation
- Communicates with the information technology center, ESC staff, and customers
- Demonstrates knowledge in the following areas:
 - Systems integration
 - Business requirements collection and analysis
 - Process mapping
 - Database logic
 - Synthesis, evaluation and analysis
 - Creative problem-solving
- Oversees the Electronic Forms transition for the agency. This includes the project management of ESC Hires as we migrate to a new system.
- Performs other specific job-related duties as directed by the Superintendent or his/her designee

“Job performance is evaluated according to the policy provisions adopted by the Governing Board of the Educational Service Center of Central Ohio.”

Conduct:

Each staff member shall remain free of any alcohol or non-prescribed controlled substance and abuse of any prescribed controlled substance in the workplace throughout his/her employment with the ESC.

Terms of Employment:

Each staff member shall serve as a role model for students in how to conduct themselves as citizens and as responsible, intelligent human beings. Each staff member has a legal responsibility to help instill in students the belief in and practice of ethical principles and democratic values.

January 2020