

SANTA CLARA COUNTY OFFICE OF EDUCATION

CLASS TITLE: COORDINATOR – INTEGRATED DATA

BASIC FUNCTION:

Under the direction of the Manager of Data Services or other assigned supervisor, supports the planning, and implementation of the Santa Clara County Office of Education's student data initiatives; assists with implementation, project leadership, initiation and management of communication with district administrators, teachers, and public agencies regarding project status, structure, planning, and execution; supports the district implementations by coordinating and providing training and support to the data warehouse user community in using data to improve student and community outcomes.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Develops a deep understanding of school and district operations, research and evaluation methodologies, data systems, and best practices, for continuous improvement, in education and uses this understanding to support data governance activities.

Supports the Manager of Data Services in executing the mission, vision, and strategic plan for delivering high quality data solutions in the county, region, and state in collaboration.

Provides training, implementation support, and technical assistance to districts and agency partners on SCCOE data systems.

Provide training and support at teacher, campus, district and county office levels regarding effective uses of data to inform school/district policies and classroom instruction.

In collaboration with the Manager of Data Services, oversees district engagement with the SCCOE data warehouse team to improve the quality, comprehensiveness, alignment and coherence of the dashboards.

Develops case studies of effective support on data infrastructure, technology and applications of innovative data use by districts involved in the integrated data system community.

Act as a liaison between districts, SCCOE data warehouse team and other team/partners as identified; support meetings of the data warehouse user community; coordinate meetings of data partners, and organizations

Develops communication and training tools such as protocols, newsletters, webinars, workshops, manuals, videos, etc., to ensure end-users have the capacity to effectively use data.

Coordinator – Integrated Data continued**Page 2**

Supports the Office of the Superintendent and the Data Governance team on building vision, strategic plans and goals for strengthening the data warehouse and integrated data systems.

OTHER DUTIES:

Performs related duties as assigned.

KNOWLEDGE, ABILITIES AND COMPETENCIES:**KNOWLEDGE OF:**

Technical and data skills in order to be able to access, visualize and analyze data;
 Experience working with reporting software, analytics platforms, or data warehousing;
 Demonstrated success using data for school district or site improvement;
 TK-12 education and policy trends and demonstrated success working with education, organizations, foundation, and other nonprofit and policy leaders;
 Continuous improvement cycles and coaching methods to support school and district staff in using data to make informed decisions and plans;
 Research and evaluation methods, data systems, and best practices for continuous improvement in education;
 Project management concepts and tools; strategic planning and goals analysis;
 Principles, practices, methods and terminology of school and district administration;
 Interpersonal skills using tact, patience, and courtesy;
 Oral and written communication skills;
 Basic statistics;
 Lesson Design, building scope and sequence, and delivering educational content;
 eLearning authoring software such as Articulate (Storyline/Rise) or Genially;
 Racial and cultural proficiency in the education field with a focus on equity and ensuring all students have an opportunity to thrive in our schools.

ABILITY TO:

Work with experts to design and monitor the internal data architecture for the data warehouse;
 Collaborate with a variety of personalities and effectively enlist others in problem-solving and planning;
 Flexible, strategic thinking and analytical skills and creative problem-solving;
 Source, access and download applicable education, health, youth research and resources of relevance;
 Support program objectives, establish metrics, monitor and evaluate progress, and manage projects independently from conception to completion;
 Excellent organizational skills and judgment; ability to prioritize work to meet deadlines;
 Excellent communication and interpersonal skills;
 Mobilize partners and communicate the importance of data to support improved outcomes for students and communities;
 Access, visualize, and analyze complex data sets using data standard data visualization tools such as Microsoft power BI or other reporting software;
 Plan and manage complex projects using standard project management concepts, terminologies, and tools;
 Be intellectually curious and deeply committed to learning and growing.

LEADERSHIP TEAM COMPETENCIES:

- Develops and fosters effective individuals and teams;
- Operationalizes the organizational vision, mission, goals, shared values, and guiding principles;
- Demonstrates emotional intelligence;
- Models inclusive, effective, and authentic communication;
- Applies knowledge of the intersectionality of race, equity, and inclusion;
- Builds and sustains positive, trusting relationships;
- Conducts SCCOE operations with the highest moral, legal, and ethical principles.

EDUCATION AND EXPERIENCE:

Any combination equivalent to Master’s degree in education, education leadership or related field and three (3) to (5) years of combined experience in relevant work experience, classroom teaching, student support positions, and teacher coaching. Data management experience required.

LICENSES AND OTHER REQUIREMENTS:

- Valid California Administrative Services Credential
- Valid California driver’s license

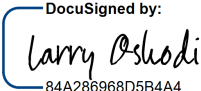
WORKING CONDITIONS:

ENVIRONMENT:

- Office environment
- Driving a vehicle to conduct work
- Evening or variable hours to attend meetings or conferences

PHYSICAL DEMANDS:

- Hearing and speaking to exchange information and make presentations
- Dexterity of hands and fingers to operate a computer keyboard
- Seeing to read a variety of materials
- Sitting or standing for extended periods of time

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Approved: Larry Oshodi Date
 Assistant Superintendent-Personnel Services

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Authorized: Mary Ann Dewan, Ph.D. Date
 County Superintendent of Schools