

## ISSAQUAH SCHOOL DISTRICT JOB DESCRIPTION

**TITLE:** Director of Data Integration and Reporting

**DEPARTMENT:** Finance and Operations

**REPORTS TO:** Chief Operations and Finance Officer

**POSITION SUMMARY:** Under the direction of the COO/CFO the Director facilitates data analysis by managing data categories, developing reports for stakeholders, and working on directed projects. This position requires knowledge of District procedures and policies, the ability to assume responsibility and work effectively under pressure while maintaining confidentiality, and the demonstration of strong interpersonal skills.

### **ESSENTIAL FUNCTIONS:**

- Coordinate and work in collaboration with the CFO/COO and Director of Business Innovations to develop and implement programmatic support in data analysis and data systems evaluation for the district in order to improve efficacy and efficiency.
- Develop plan for, manages, and implements data collection and analysis regarding the use of district data systems as appropriate.
- Monitor, transmit and review CEDARS, Office of Civil Rights and other State and Federally required data.
- Ensure that CEDARS data is accurate, accessible, and conforms to state and federal requirements.
- Create for authorization by Cabinet-level administrator plans for project-based work that include a written outline of deliverables and goals, description of impact on department or District, defined timeframe to delivery, data collected and analyzed, and a final report for stakeholders.
- Implement, manage and coordinate projects authorized by cabinet level administrator(s).
- Generate reports for stakeholders in order to effectuate such actions as data integration, collection, analysis, and synthesis to be used in decision-making.
- Participate in and conduct workshops, meetings and educational events for staff as appropriate and directly associated with assigned projects.
- Provide regular program evaluative feedback with suggested plans for amelioration of any targeted areas of concern to the CFO/COO and other stakeholders.
- Continue to update professional knowledge of new and innovative technology applications to better support district personnel in their work.
- Committed to shared decision-making process in a timely manner in order to remove obstacles and move projects forward efficaciously.
- Demonstrate positive relationship skills with stakeholders, maintaining ongoing and open communication
- Use technology for communication, presentations, trainings, and workshops.
- Possess knowledge of and adhere to Governing Policies and District Regulations and Procedures.
- Participate in special projects as assigned and perform related duties and key responsibilities consistent with the scope and intent of the position.

### **QUALIFICATIONS:**

**EDUCATION:** HS Diploma or Equivalent. Bachelor's degree with preference for major in Information Technology preferred

**EXPERIENCE:** Minimum of 5 years as an Information Systems Analyst. Experience providing technical support for data mining and records retention. Further, the individual will possess the:

- Experience with large project coordination;
- Ability to work independently, take initiative, organize projects and details, and make decisions efficaciously;
- Ability to communicate technical information effectively in a pleasant, tactful and professional manner;
- Ability to work cooperatively with diverse persons toward common goals; and the
- Willingness to attend training in order to remain current with developments in the field of technology systems and to maintain strong knowledge of computer technology and technology infrastructure.

**CONTINUING EDUCATION/TRAINING:** Valid WA State driver's license and appropriate insurance required. Must maintain as current any certification or license listed herein and held at hire date.

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**CERTIFICATES & LICENSES:** At least one relevant technical certification preferred.

**REQUIRED TESTING:** None Specified

**CLEARANCES:** Criminal Justice Fingerprint/Background Clearance

**FLSA Status:** Exempt

**BARGAINING UNIT:** Unrepresented

*I have reviewed the job description, been allowed to ask questions, and can perform all job required Essential Functions with or without an accommodation(s).*

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Name (sign)

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Date