HOBBS MUNICIPAL SCHOOLS
JOB DESCRIPTIONS

Position: Data Specialist
        Student Teacher Accountability Reporting System (STARS) Coordinator

Supervisor: Assistant Superintendent for Data Analysis

General Job Description: To assist administration and staff in correctly entering, maintaining, and collecting student data. Submit all reports to the New Mexico Public Education Department required for school funding through the STARS system. Provide student and school data for reports to all departments as well as outside agencies and organizations as requested. Have an excellent working knowledge of the district computer system used to produce required reports, as well as day-to-day skills on the operation and maintenance of this system.

Qualifications:
1. Masters Preferred with training and experience in educational assessment, evaluation
2. Extensive Knowledge of Microsoft Office, in particular Excel and Word.
3. Such alternatives to the above qualifications as the Superintendent may find appropriate and acceptable.

Essential Duties and Responsibilities:
1. Work cooperatively with colleagues, supervisors, and administration.
2. Contribute to the welfare and effectiveness of the office by adhering to high ethical standards of performance and interpersonal relationships.
3. Follow district policies and administrative rules and regulations.
4. Maintain behavior appropriate to performing and accomplishing assigned duties.
5. Engage in self-development.
6. Project an overall concern for personal appearance as it relates to job performance.
7. Know or ability to obtain knowledge to successfully complete assigned work.
8. Ability to work under pressure and with constant interruptions.
9. Ability to multitask, meet deadlines and due dates, and coordinate with other departments.
10. Perform usual office tasks to include, but not limited to: phone calls, correspondence, and filing.
11. Have a good working knowledge of the computer system to allow for daily operation and maintenance. Actively troubleshoot Student Management and Financial Management systems by analyzing potential problems.
12. Assist with training staff on data entry and maintenance for all aspects of the Student Management System and act as software help desk.
13. Create service call tickets with district software vendor and monitor until resolved.
14. Act as software system security officer. Add, change, update, and delete user profiles and passwords as deemed necessary. Ensure staff access to student records matches the parameters set forth by district administration by providing customized menus to each job description.
15. Attend software user's group meetings to better be able to handle changes in required and desired computer functions and reports.
16. Perform data entry to the Student Management and Financial Management systems.
17. Download student data files for use with third party software.
18. Supervise the monthly (20 day) student count process. Communicate directly with school staff to ensure prompt and accurate balancing of the student population. Compile district enrollment worksheets from the data gathered from each school.
19. Act as quality control to monitor and verify the various data points entered into the district software by school staff.
20. Create and submit all required STARS files to NMPED multiple times each school year and have finalized within 10 days of report date. Generate and analyze state reports for accuracy and provide to various program areas for approval.
21. Communicate accurately and effectively with district program directors as well as NMPED personnel to ensure efficient and timely reporting of data.
22. Attend NMPED sponsored meetings to stay up to date on reporting requirements.
23. Maintain RPG programs that interact with the previous software database to produce reports when necessary or useful to the school district.

24. Write and maintain queries that interact with the previous software database and write and maintain data mining templates that interact with the current software database to produce needed reports for the district.
25. Process report requests from all departments.
26. Assist the office of the Assistant Superintendent for Data Analysis with the creation of reports, worksheets, and data files related to both students and teachers.

Additional Duties and Responsibilities:
1. Maintain and order office supply inventory
2. Process department purchase orders
3. Assist with other areas of the Data Processing Department and office of the Assistant Superintendent for Data Analysis to ensure successful day to day operations.
4. Other tasks as may be deemed appropriate and necessary by immediate supervisors and/or the Superintendent.

Physical Requirements:
Sitting, standing, lifting and carrying (up to 50 pounds), reaching, climbing, squatting, bending, kneeling, and moving light furniture may be required. Prolonged typing, sitting, and working on a computer.

Safety and Health:
Blood borne pathogens standard training

Equipment/Material Handled:
Must know how to properly operate or be willing to learn to operate all multimedia equipment including current technology, printers, scanners, copiers, fax machines, etc.

Work Environment:
Must be able to work within varying degrees of noise, temperature, and air quality. Interruptions of work are routine. Flexibility and patience are required. Must be able to work interactively with Programmer and Assistant Superintendent for Data Analysis. Must be self-motivated and able to complete job assignments without direct supervision. After hours work may be required. Must be able to work under stressful conditions.

Terms of Employment:
 Salary and work year to be established by the Board.