COMMUNITIES IN SCHOOLS of Galveston County

JOB TITLE: Data Coordinator
REPORTS TO: Program Director

Job Purpose:

Under the direction of the Program Director, the Data Coordinator will be part of the team providing technical support to the affiliate staff in the ongoing use of the data management system CIS NAV for TEA/CIS. The Data Coordinator will assist staff as required, both virtually and in person, through campus visits. The Data Coordinator will contribute to the development of training resources, be responsible for supporting the team, and conducting bi-weekly data reports. Responsible for the opening and closing of CIS NAV for the school year.

Responsibilities/Duties:

- Use CIS NAV software to run data reports Bi-Weekly.
- Maintain data integrity and quality ensuring data is aligned and intentional.
- Ensure the proper sorting and organization of data documents.
- Take extra security precautions when handling personal data.
- Adhere to CISGC data guidelines.
- Maintain data on storage devices such as servers, flash drives, and other external devices.
- Prepare and Facilitate Presentations for Professional Developments as a Master Trainer.
- Communicate data reports to Program Director and Program Coordinators.
- Assist staff with data entry methods as Master Trainer.
- Responsible for the opening and closing of CIS NAV for the school year.
- Respond to and complete special reports as required by CISGC program management.
- Work with Program Coordinators to support Site Coordinators in the CIS NAV process of all new students in the data entry system as required by phone and in person support on campus if necessary.
- Support SC to maintain weekly data entry of all services and work to be entered into CIS-NAV.
- Identify and proactively report all problems with CIS-NAV to the program managers.
- Input Campus Plans and all Campus Information into CIS NAV.
- Knowledge in utilizing Skyward for both districts.
- Create "How To" videos for training purposes.
- Support Program Coordinators with obtaining data for Campus Plans.
- Entering Campus Plans into CIS NAV.
- Prepare Monthly CIS common Error Reports.
- Maintain Student Files in Office.
- Manage National and State Data Reports as well as EOY Annual Reports.

- Support CISGC Leadership with other duties as necessary.
- Attend CIS State and National meetings as required.

SUCCESSFUL CANDIDATES ARE REQUIRED TO HAVE THE FOLLOWING SKILLS AND QUALIFICATIONS

Required skills & qualifications:

- Bachelor's Degree with 3-5 years of experience in a related field or equivalent combination of education and experience.
- Understanding of end user design and training/teaching methods.
- Demonstrated experience working with both technical and non-technical stakeholders to deliver excellent results.
- Advanced skills in Microsoft Office Suite (Outlook, Word, Excel, PowerPoint).
- Solid content writing capability along with excellent proofing and editing skills.
- Strong attention to detail with the ability to call attention to inconsistencies and quickly identify solutions to problems.
- Demonstrated strength and proven track record in developing and presenting training.
- Exceptional problem solver with demonstrated logic and critical thinking skills.
- Ability to cross collaborate with technical and non-technical stakeholders.
- Willingness to learn new systems and tools.
- Ability to adapt and be flexible.
- Experience with K-12 education data preferred.
- CIS Master Trainer Certification completed upon hire.

TRAVEL

40%. This includes CIS meetings, training, and campus visits.

Communities In Schools is committed to a workforce that is representative of the varied communities we are privileged to serve. We provide a work environment that does not discriminate based on race, color, national origin, gender, age, sexual orientation, gender identity or expression, marital status, mental or physical disability, genetic information or any other basis protected by applicable law. CIS prohibits harassment of applicants or employees based on any of these protected categories. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.