

BETHLEHEM AREA SCHOOL DISTRICT
Bethlehem, Pennsylvania

JOB DESCRIPTION

JOB TITLE: Data Coordinator

DEPARTMENT: Data Processing Department

REPORTS TO: Supervisor of Data Processing

JOB SUMMARY: Responsible for coordinating all tasks related to State-Required PIMS Reporting. Oversees the district's Information Technologies (IT) inventory and works with IT staff members to insure its timely, accurate, and consistent completion.

QUALIFICATIONS:

1. Two-year degree in business/information systems or two to three years work experience related to relational databases and report writing;
2. Knowledge of various computer hardware and software, specifically Microsoft Office and FileMaker Pro/Microsoft Access;
3. SQL, Cognos Report Writing, and CDD Reporting Writing experience preferred;
4. Experience with K-12 educational institution preferred;
5. Shows careful attention to detail and accuracy in work habits.

PRIMARY DUTIES AND RESPONSIBILITIES:

1. Responsible for coordinating data entry, data maintenance, and data correction in district information systems for State-required PIMS Reporting;
2. Responsible for writing reports on PIMS data in district information systems and distributing reports for end-user review;
3. Responsible for coordinating various end-users including, but not limited to those users in the Child Accounting Department, Center for Language Assessment, Data Processing Department, Special Education Department, Human Resources Department, in addition to school secretaries and school administrators in reviewing reports, maintaining PIMS data in district information systems, and in meeting reporting deadlines;
4. Responsible for running and reviewing reports from PIMS State system and distributing same reports for end-user review and action;
5. Responsible for uploading PIMS files downloaded from District information systems to the PIMS State system, addressing errors resulting from file upload, and ensuring files loaded by State-identified deadline dates;

6. Responsible for contacting the PIMS Help Desk to log issues and/or questions on behalf of the district related to PIMS;
7. Responsible for reviewing update PIMS Manuals and addressing changes as needed with end-users;
8. Responsible for working with district's information system vendors in handling changes to PIMS reporting requirements;
9. Responsible for attending webinars, meetings, and/or conferences conducted by State and/or information system vendors on PIMS reporting subjects.
10. Oversees the operation and entry of data into the district's technology inventory database, and works with IT staff members to insure that data integrity is maintained.
11. Works collaboratively with building principals and the facilities/maintenance department to insure that IT storage locations are secure. Coordinates the changing of locks on storage areas when personnel changes occur.
12. Insures that the proper security controls are in place regarding user access to the district's inventory database.
13. Provides reports to the administration regarding the status of the district's IT inventory.
14. Works collaboratively with the business office to insure that inventory records are properly matched with purchase orders and that such information is properly recorded in the inventory database for new and existing assets.
15. Communicates clearly, concisely, and effectively, both orally and in writing, with the administrative staff, professional and support staff, students, parents, and community.
16. Performs other duties as assigned by Supervisor.

QUALIFICATIONS:

REQUIREMENTS: Medical examination as per Pennsylvania law; valid criminal history check; child abuse clearance; and Federal Bureau of Investigation criminal history investigation (if necessary).

PHYSICAL DEMANDS: Ability to reach above and below the waist, to use fingers to pick, feel and grasp objects, and to use both hands for repetitive motion. Some bending and twisting of the body required. Ability to lift and/or carry supplies and computer equipment weighing no more than 50 lbs. Ability to mostly sit with some standing, walking/moving throughout the work environment.

SENSORY ABILITIES: Visual acuity and auditory acuity.

WORK ENVIRONMENT: Typical office environment. Subject to inside environmental conditions.

TEMPERAMENT: Must possess excellent interpersonal skills. Must be cooperative, congenial, and service oriented. Must be able to work in an environment with frequent interruptions.

COGNITIVE ABILITY: Ability to follow written and verbal directions, to read and write, to communicate effectively, to organize tasks, to handle multiple tasks, and to exercise good judgment.

SPECIFIC SKILLS: Must possess leadership skills, supervisory skills, and computer skills. Ability to operate various office equipment. Must possess active listening skills. Must possess conflict mediation skills.

CLASSIFICATION:

EVALUATION: Performance of the job will be evaluated annually in accordance with the Board's policy on evaluation.

(Reasonable accommodations may be made to enable a qualified individual with a disability or disabilities to perform the primary duties and responsibilities of the job.)

TERMS OF EMPLOYMENT:

Twelve-month year.