

Eunice Public Schools Job Description

Position: Director of Programs & Data Analysis

Supervisor: Superintendent

General Job Description: Direct, maintain, and oversee Federal Programs, Analyze and report data, manage the district demographics and STARS environments, manage job descriptions, and assists in staff evaluations, which will help the district increase effectiveness of its educational programs.

Qualifications:

1. Masters is preferred.
2. Experience in working with Federal Grants.
3. Experience in analysis and reporting student data.
4. Supervisory experience in teacher evaluations.
5. Supervisory experience in technology and data processing.
6. Some experience with school budgets, students reports, and personnel reports is preferred.
7. Proficiency in District's computer software system.

Essential Duties and Responsibilities:

1. Demonstrate foresight, examine issues and take initiatives to improve the quality of education in the community.
2. Use effective people skills to communicate.
3. Demonstrate an understanding of the dynamics of the educational organization.
4. Ability to meet deadlines and due dates, and coordinate with other departments.
5. Keep supervisor informed of potential problems or unusual events.
6. Attend all school board meetings and report all matters related to Instruction.
7. Maintain expertise in assigned areas, including laws, rules and trends in best practices.
8. Utilize appropriate strategies to make decisions regarding planning, utilization of funds, and delivering services.
9. Prepare and oversee the preparation of all required reports and maintain all required documents.
10. Facilitate the funding of staff development in assigned areas.
11. Attend training sessions, conferences, and workshops as assigned.

12. Assist with training staff on data entry and maintenance for all aspects of the Student Management System (**Skyward**) and act as software help desk.
13. Respond to inquiries and concerns in a timely manner.
14. Work cooperatively with colleagues, supervisors, and administration.
15. Work closely with district and campus staffs to support school improvement initiatives and processes.
16. Interact with parents, outside agencies (i.e. Rotary Club), business and community to enhance the understanding of district initiatives and priorities.
17. Serve on district or community committees as assigned.
18. Create service call tickets with district software vendor and monitor until resolved.
19. Perform other task and duties as assigned.
20. Comply with all School Board policies and administrative regulations.
21. Comply with Ethical Responsibility of the Education Profession Standards of Professional Conduct and Code of Ethics.
22. Use supervision, staff development and performance evaluation to improve the educational program.
23. Complete one Walk Through on all Certified Staff members and enter the data into the evaluation system.
24. Supply information and assist in making reports as may be required.
25. The Superintendent may assign other tasks as needed.
26. Maintain District Job Descriptions.

Analytical Duties and Responsibilities:

1. Assist the office of the Superintendent with the creation of reports, worksheets, and data files related to both students and teachers.
2. Communicate accurately and effectively with district program directors (MLSS, PreK/SPED, McKinney Vento, Mentor, ELL, and Title 9) as well as NMPED personnel to ensure efficient and timely reporting of data.
3. Perform data entry to the Student Management systems.
4. Perform business analytics operations and run compute intensive reports using the following products: Microsoft, Skyward, STARS, and Visions software systems.
5. Manage and correctly facilitate the demographic software, Skyward.
6. Manage and correct STARS reports.
7. 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.
8. Download student data files for use with third party software.
9. Process report requests from all departments.
10. Monitor and report short cycle and state mandated assessment data to identify areas of growth and concern.

11. Act as quality control to monitor and verify the various data points entered into the district software by school staff.
12. Enter formative assessment data into the Student Information program for students who participate in testing.
13. Supervise the monthly (20 day) student count process; then create a standard report summarizing the current membership position of the district. Communicate directly with school staff to ensure prompt and accurate balancing of the student population.
14. Attend software user's group meetings to better be able to handle changes in required and desired computer functions and reports.
15. Attend NMPED sponsored meetings to stay up to date on reporting requirements.

Federal Programs Duties and Responsibilities:

1. Coordinate and oversee the district's Federal Programs.
2. Maintain appropriate federal compliance documents.
3. Complete and submit necessary applications.
4. Coordinate and monitor federal applications.
5. Assist with observations of Title I and Bilingual staff for evaluation process.
6. Budget available federal funds effectively.
7. Ensure appropriate use of funds according to federal guidelines.
8. Verify accurate reporting of data through STARS.
9. Monitor administration of required assessments.

Accountability Duties and Responsibilities:

1. Monitor the Compulsory Attendance Law.
2. Coordinate and prepare the District Accountability Report.

Procurement Duties and Responsibilities:

Procurement Officer Duties: Responsible for evaluating suppliers, products, and services, negotiating contracts, and ensuring that approved purchases are cost-efficient and of high quality.

Terms of Employment:

Salary and work year to be established by the Board.