



Job Description

POSITION TITLE:	Coordinator II, Data Analytics Early Education and Support Educational Services	#6252
SALARY PLACEMENT:	Management Salary Schedule Range 12	

SUMMARY OF POSITION:

Under the direction of Early Educational and Support Administration, the Data Analytics Coordinator II will serve as a resource for the Early Education and Support Department and partners in the areas of program information gathering, data analysis and data driven decision making. This position will utilize selected data bases to compile data and support development of comprehensive reports, develop positive working relationships with partners and collaborate with staff to develop, and implement Continuous Quality Improvement (CQI) Plans.

MINIMUM QUALIFICATIONS - EDUCATION, TRAINING, AND EXPERIENCE:

Possess a Bachelor's degree in Computer Management Systems, or a closely related field. Experience working with educational agencies, school districts, colleges, or county office of education.

DESIRABLE QUALIFICATIONS – EDUCATION, TRAINING, AND EXPERIENCE:

Experience with various software products used for analysis, data integration and reporting. Experience working with larger relational databases designed for both transaction processing and complex reporting. Leadership experience in data analysis or data administration.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

- assigned software
- program evaluation and data collection

Ability to:

- operate a computer
- interpret and explain technical concepts to non-technical staff
- develop data tables, administer controlled access to relational databases
- prepare custom reports and analysis of program data
- create and follow policies and procedures
- delegate and hold accountable those responsible for carrying out policies and procedures

Possess:

- a valid California driver's license and proof of liability insurance coverage in the minimum amount required by SJCOE policy; insurable by the SJCOE carrier. Must furnish own transportation as required to fulfill job duties
- effective public speaking techniques
- leadership skills in planning, setting agendas, and coordinating/conducting meetings/trainings

DISTINGUISHING CHARACTERISTICS:

The Coordinator series represents advanced management positions and has four levels.

ESSENTIAL FUNCTIONS:

Essential functions may include, but are not limited to:

1. Work effectively with county office programs, community organizations, government agencies, parents, students, and/or staff.
2. Maintain confidentiality on issues concerning program and staff.
3. Supervise and evaluate staff.
4. Participate, coordinate, or conduct a variety of meetings, committees, trainings, workshops, and/or conferences in order to present materials and information concerning department programs, services, operations, and activities; represent the SJCOE at local, regional, and state meetings, conferences, in-services, boards, councils, and events.
5. Maintain current knowledge and interpret applicable rules, regulations, policies, procedures, contracts, State and Federal laws, codes, and regulations.
6. Communicate effectively both orally and in writing.
7. Analyze situations accurately and adopt an effective course of action.
8. Establish and maintain cooperative and effective working relationships with others.
9. Work independently with little direction.
10. Meet schedules and timelines.
11. Prepare reports as needed for program.
12. Oversee and manage budgets.
13. Provide technical assistance to educational partners and collaborative work groups related to data.
14. Access and analyze data from multiple sources and file formats that includes a variety of program and child/family data to identify program strengths and areas of opportunity.
15. All other duties as assigned.

PHYSICAL REQUIREMENTS:

Employees in this position must have the ability to:

1. Sit and stand for extended periods of time.
2. Enter data into a computer terminal, operate standard office equipment and use the telephone.
3. Hear and understand speech at normal levels and on the telephone.
4. See and read the computer screen and printed matter with or without vision aids.
5. Speak so that others may understand at normal levels to small or large groups, and on the telephone.
6. Stand, walk, and bend over, reach overhead, grasp, push, pull and move, lift and/or carry up to 25 pounds to waist height.

WORK ENVIRONMENT:

Employees in this position will be required to work indoors and/or outdoors in an educational and standard environment. Employees may come in direct contact with parents, SJCOE, school district staff, outside agency staff, and the public.