

- ***Executive Director, Data & Accountability***
- JobID: 3311

- **Position Type:**
ADMINISTRATION
- **Date Posted:**
8/29/2022
- **Location:**
Akron Public Schools
- **Date Available:**
TBD

Posting Opens: August 29, 2022

Posting Closes: Open until filled

The Akron Board of Education announces an opening for Executive Director, Data & Accountability, Job Code 111, TS 522 (260 Days), Salary Range (TBD). Collective Bargaining Unit – none. This is a School Employees Retirement System position.

Application must be made electronically through <http://www.applitrack.com/akron/onlineapp/>.

In addition to completing the online application, please upload a letter of interest, resume, and a current copy of any licenses held. The Superintendent reserves the right to keep the position open until suitable applicants are found or to cancel and repost the position with changes as may be deemed appropriate. For further information, please contact Angela Harper in Human Resources at 330-761-2949.

Required:

- Bachelor's Degree in Information Technology, Information Systems, Computer Science or related field (Master's Degree preferred);
- Minimum of five years management and employee supervision preferably in an education setting preferred;
- Evidence of leadership in integrating technology in educational settings preferred;
- Evidence of effective verbal and communication skills;
- Evidence of strong technology experience and skills;
- Knowledge of relevant applications, big data solutions and tools
- Evidence of collaborative planning and work;
- Evidence of leadership in developing data reporting and analysis systems to measure the success of strategic initiatives including long-term district strategic plans and evidence-based research;
- Experience managing and supervising employees within a technology services role;
- Experience in the design, editing, and use of survey collection tools.

Job Duties:

- Flexible and self-directed;
- Lead, direct and supervise staff with clear directions and goals;
- Design and monitor the data components of District Focus (strategic plan);
- Design dashboard to report to internal and external audiences district improvements in strategies;
- Use multiple tools for data analytics and report design such as PowerBI, Tableau or other enterprise dashboard tools;
- Provides interpretation and reporting of statistical data which addresses varied audiences;
- Assists administrators and school leadership teams with applying relevant data to school improvement plans;
- Interprets, compiles, and reports survey results to a variety of audiences;
- Collects, organizes, interprets, and reports district-wide accountability data;
- Extracts, analyzes, and reports data from relational databases to provide support for the effective use of student performance information in decision making processes;
- Ensures the quality and integrity of the district's data;
- Coordinates district-wide Educational Management Information System (EMIS) activities (e.g., securing data from department heads, reviewing data for accuracy, analyzing data for implications).
- Oversees the transfer of data between the district and the state;
- Serves as a liaison to the state regarding EMIS and provide district training (e.g., attends training programs, communicates updated information to staff responsible for data collection/processing);
- Designs data entry conventions to enhance the accuracy of the data;
- Designs and implements data projection processes for Human Resources including enrollment data and projections;
- Plans, installs, configures, maintains and updates network and/or application software, including operating systems, security, utilities, and file management;
- Maintains software site licenses and supervises proper legal and software usage;
- Maintains a variety of records and logs related to installation configurations, disaster recovery, and inventory;
- Develops and manages a budget for the purpose of ensuring efficient program operations and complying with established fiscal guidelines;
- Manage SQL Server Integrated Software (SSIS) for staff and student information data, provide software support for the packages, and reports required for District Focus decisions (e.g. eSchoolPlus and Munis);
- Provide support and professional development (training) for all core operational software packages with the assistance of the end users (owners) e.g. Frontline AESOP, Munis, Unified Insight, eSchoolPlus, Laserfiche etc.;
- Supervise and evaluate Technology Services staff including Building Level Technology Support Specialist, and Itinerant Secretaries to include professional development that will support all distinct staff;
- Evaluates hardware and software to ensure suitability, compatibility and economy prior to purchase for district use;
- Coordinates the assessment of current and future technology requirements of the District;
- Maintain and repair district technology assets until end-of-life using a repair/purchase cycle;
- Directs and coordinates the development, implementation, modification, and evaluation of school site technology plans;
- Assumes all other duties assigned by the Superintendent or his/her designee.

PHYSICAL DEMANDS:

The physical demands of the job described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is exposed to a normal office environment and is regularly required to talk and hear; frequently required to walk, sit and stand; stoop, kneel or crouch; use hands to type, handle and carry objects; may be required to lift up to 15 pounds in weight. Must be able to use a computer.

If you require any special services (such as interpreter, braille or large print, or wheelchair accessible accommodations) covered under the Americans with Disabilities Act of 1990, Public Law 101-336, Section 102, please call the Department of Human Resources at 330-761-2949. If you are using a TTY/TTD, please call the Ohio Relay Service, 1-800-750-0750.

Akron Public Schools is an Equal Opportunity Employer and does not discriminate on the basis of race, color, national origin, sex (including sexual orientation and transgender identity), disability, age, religion, military status, ancestry or genetic information (collectively, "Protected Classes").

Diverse candidates are encouraged to apply.