

Position Description

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

Job Title: Coordinator of Data Management and Reporting
Pay Schedule: ATSP, Lane II
FLSA Status: Exempt
Reports to: Supervisor of Title I, Testing, and School Performance

JOB SUMMARY

Provide professional expertise in data management and reporting. Projects vary in complexity and periodicity, ranging from ad-hoc and short-term to ongoing and scheduled projects. Projects will range across the entire school system, including data on students, teaching, transportation, human resources, finance, and other topics as assigned.

ESSENTIAL JOB FUNCTIONS

- Compile, analyze, communicate, and disseminate information, research results, and assessment data to a wide array of constituents in varied presentation modes.
- Use statistical tools to identify, analyze, and interpret patterns and trends in Local, State, and National data sets that could be helpful for the diagnosis and prediction of future trends.
- Create efficient, repeatable, processes to proactively respond to all requests for data, information, and analyses.
- Collaborate with Technology Services and other data stewards to improve the quality and handling of school system data.
- Promote the use of accurate and reliable data in the school system's planning, assessment, and evaluation efforts.
- Support the development of the school system's Comprehensive Master Plan and the Carroll County Public Schools Technology Plan.
- Assist in the evaluation of school system programs and grants.
- Provide research support to School Improvement Teams as needed.
- Prepare reports and presentations using relevant data to share with CCPS staff and the Board of Education. Provide professional learning to staff as appropriate.
- Prepare reports requested by MSDE.
- Provide support, as needed to the Supervisor of Title I, Testing, and School Performance and other professional staff as requested.
- Perform other duties as assigned.

MINIMUM REQUIREMENTS

- Bachelor's Degree in education, measurement, statistics, or program evaluation preferred.
- At least three (3) years of professional work experience in education or institutional research.
- Extensive experience with MS-Office products, especially Excel is required.

- Experience with databases, data query, and data access.
- Outstanding references related to job requirements.
- Excellent customer service and communication skills.

KNOWLEDGE, SKILLS AND ABILITIES

- Ability to design, create and execute projects using databases, graphs, charts and spreadsheets.
- Ability to independently and accurately prepare and maintain complex reports and official records.
- A self-starter and ability to complete tasks with minimal supervision.
- Ability to exercise outstanding independent judgment.
- Maintains regular, on-time attendance.
- Reacts to change productively and professionally.
- Ability to demonstrate excellent written and oral communication skills.

WORKING CONDITIONS

Employees in this position work in a safe and secure work environment that may periodically have unpredicted requirements or demands.

BENEFITS

This position is eligible for the following:

- Leave – Sick and Personal (all employees); Vacation (12-month employees)
- Health, Dental, and Vision Insurance (Single and Family), Life Insurance; these are available to those employees with a minimum 0.6 FTE position
- Tuition Reimbursement
- MD State Pension, 403(b), credit union membership
- Salary Range: \$67,761-\$108,943

This job description is not exhaustive and may be changed or supplemented without notice.

Carroll County Public Schools has the right to revise this position description at any time and ensuing acknowledgement of understanding does not represent in any way a contract of employment.

NOTICE OF NON-DISCRIMINATION

Carroll County Public Schools (CCPS) is firmly committed to creating equal employment and educational opportunities for all persons with regard to its employment practices and in the provision of services, programs, and activities.

CCPS does not discriminate on the basis of age, color, genetic information, marital status, mental or physical disability, ancestry or national origin, race, religion, sex, sexual orientation, gender identity or gender expression. CCPS provides non-discriminatory access to school facilities in accordance with its policies and regulations regarding the community use of schools (including, but not limited to, the Boy Scouts).

The following person has been designated to handle inquiries regarding the non-discrimination policies:

Director of Human Resources
125 North Court Street
Westminster, Maryland 21157
(410) 751-3070

Updated: 04/14/2025