



Professional Vacancy Richardson ISD

POSITION: REPORT & PROGRAM MANAGER (ADMIN MANAGER – CENTRAL PROGRAMS)

REPORTS TO: SENIOR EXECUTIVE DIRECTOR - ACCOUNTABILITY AND CONTINUOUS IMPROVEMENT

CONTRACT PERIOD: 226 DAYS **POSITION CONTROL #**50050009

SALARY **LOCAL PAY GRADE:** AZQ **SALARY RANGE:** \$53,050 - \$57,411

PRIMARY PURPOSE: This position will directly support the district and campus staff at all levels with assessment and data analysis platforms and reports.

QUALIFICATIONS AND SPECIAL SKILLS: **Education/Certification**
Bachelor's Degree in quantitative field of study (i.e., Computer Science, Statistics, Mathematics), qualitative field of study (i.e., Education, Social Sciences), or equivalent experience

Experience:

2+ years of experience in educational data analysis techniques and reporting or related tasks
Experience with supporting teachers and other staff with data analysis processes
Knowledge of education and/or educational data systems (Eduphoria, Focus, etc.) preferred
Experience with using and/or querying relational databases (Oracle, SQL Server, etc.) preferred

Special Knowledge and Skills

Must be proficient with data tools and techniques to effectively communicate data insights
Willingness to receive instruction and learn new systems as they are developed and deployed
Ability to prioritize and address multiple projects in a dynamic work environment
Demonstrate and maintain a customer-oriented personality/philosophy
Strong communication and organizational skills, detail oriented, strong written and verbal skills

MAJOR RESPONSIBILITIES:

- Coordinate with the Executive Director of Accountability and Continuous Improvement
- Manage the Eduphoria Aware assessment and data analysis platform and maintain accounts
- Provide technical assistance, training, and support documents for Eduphoria Aware
- Provide technical assistance, training, and support documents for RISD LIGHT (custom data platform)
- Manage and support campus personnel chosen to support Eduphoria Aware locally
- Manage communication of information and events to campuses through Schoology
- Manage custom data requests and provide data support for various platforms
- Manage creation and publishing process for Academic Performance Report
- Manage processes of other TEA-mandated communication requirements
- Manage and maintain content of ACI Department website
- Attending regularly scheduled department meetings and events
- Maintain prompt and regular attendance
- Other duties as assigned - including lifting up to 50lbs

APPLICATION PROCEDURE: Apply online at <https://www.applitrack.com/risd/OnlineApp/default.aspx>. The application must be complete and three electronic reference forms must be received to be considered. Applicants who have previously applied in Applicant Tracking must update their application once per year by securing updated references. Applicants will be contacted if an interview is needed.

DEADLINE FOR APPLICATION: OPEN UNTIL FILLED

APPROVED:

Christopher B. Goodson

Christopher B. Goodson, Ed.D.

Assistant Superintendent - Human Resources

DATE:

3/31/2025

EQUAL OPPORTUNITY EMPLOYER

The Richardson Independent School District (RISD or the District) is an equal opportunity employer and maintains a policy of nondiscrimination with respect to all employees and applicants for employment. All personnel actions such as recruitment, hiring, training, promotion, transfer, compensation and benefits, discipline, and termination are administered without regard to race, color, religion, gender, national origin, age, disability, genetic information, or military status of otherwise qualified individuals. RISD does not discriminate on the basis of membership or application for membership in the uniformed services and does not discriminate against an employee or applicant who acts to oppose unlawful discrimination or participates in the investigation of a complaint of alleged discriminatory employment practices. Hiring decisions are made on the basis of each applicant's qualifications, experiences, and abilities as well as the business needs of the district.