

TRUMBULL PUBLIC SCHOOLS  
Trumbull, Connecticut

**DATA SUPPORT SPECIALIST**

Trumbull Public Schools seeks a Data Support Specialist to assist in managing and supporting the district student information system. The Data Support Specialist will be responsible for local, state, and federal reporting at the district level, coordinating data feeds between the student information system and other third-party applications, and supporting the data needs of our schools. This position analyzes, interprets and presents data in support of the general needs of the district. This is a 12-month position in the UE Support Staff and reports to the Director of Digital Learning.

**Responsibilities Include:**

- Support Infinite Campus Student Information System and implementation of new features.
- Maintain State PSIS system for Trumbull including working with other districts to resolve data inconsistencies for new students and exited students.
- Data gathering and automated processing for State Reports for example:
  - PSIS Summer Rollover (August)
  - PSIS Collections (October, July)
  - Assessment Uploads (February, March)
  - TCS – Teacher-Course-Student Collection (July)
  - Office of Civil Rights Report (April)
  - ED 165 – Support Building/District (January, June)
  - Monthly Attendance Reports
  - Other reports as assigned
- Develop ad-hoc reports as needed to support school and district initiatives.
- Assist in running report card data, processing assessment data, and automated attendance processing.
- Manage Infinite Campus back office functions including fees, payments and custom workflows
- Provide support and professional development for individuals/groups including:
  - Infinite Campus basics for new staff
  - Campus Instruction Gradebook for Teachers
  - Reporting functions for office staff.
- Ensure the accuracy and quality of the data by developing error checking/validation reports.
- Coordinate the data feeds to all third-party applications and assist with developing automated scripts.
- Assist in developing ad-hoc reports for parent portal, student progress monitoring, and building administration dashboards that ensure data validity and statistical integrity
- Design and develop database tables to optimize reporting and dashboards.
- Assist in preparing district reports
- Develop and streamline processes to improve the integrity of data and to increase district efficiency.

**Qualifications:**

In addition to experience in related responsibilities, the applicant should have:

- Must have high school diploma or equivalent;
- Degree and/or certificate in Business Analytics, Data Analytics, Data Science, or equivalent field preferred
- Ability to create automated scripts, run data queries, create custom reports, and manipulate data for analysis.
- Knowledge of statistics and data analytics
- Basic knowledge of SQL or other database query tools
- Demonstrated ability to identify problems and work creatively to solve them.
- Attention to detail
- Possess interpersonal skills to work collaboratively with and provide technical assistance to all levels of users.
- Ability to create scripts using Python, JavaScript, Google Apps Scripts etc..
- Advanced Excel knowledge and skills
- Working knowledge of Access, Word, Google Apps, and data visualization tools such as Tableau.