

State Reporting Administrator Information and Technology

**Executive Assistant
Grade 8
(\$78,450 - \$93,949)
12 Month, Full-Time**

Scope of Responsibilities

Provide Support to the Director of Information Technology as outlined in the performance responsibilities below.

Performance Responsibilities

1. Organize, collect, verify, and post data for the required State student counts.
2. Prepare, verify, and submit student data for all other required federal and state collections and reports.
3. Retrieve and assemble historical and trend data to create higher-level reports.
4. Function as a backup system administrator for the student information system.
5. Monitor data in the student information system for accuracy and completeness.
6. Provide support and training to staff to maintain excellent data quality in the student information system.
7. Assist in the development and coordination of data exchange between internal and external data sources.
8. Maintain current knowledge of State of Michigan K-12 systems, reporting requirements, and deadlines.
9. Initiate technical support requests with data systems vendors on behalf of the district.
10. Help to ensure the confidentiality of student information in the district database.
11. Perform other duties as assigned.

Minimum Qualifications

1. Bachelor's degree in Information Technology or 5 or more years of experience with data systems.
2. Must be accurate, organized, and detail-oriented.
3. Expert-level skills with spreadsheets and/or other data manipulation tools.
4. Experience with data frameworks.
5. Experience in the administration and support of enterprise information systems, student information systems preferred.
6. Ability to communicate well, exercise skill in human relations, and perform under conditions of tight deadlines.
7. Demonstrated ability to work both independently and as part of a team.
8. Ability to learn quickly in response to changing processes, systems, and software.
9. Evidence of self-direction, initiative, and decision-making.
10. Willingness to adapt to a creative schedule in order to accommodate deadlines.

Desirable Qualifications

1. Knowledge of State of Michigan K-12 data systems.
2. Experience writing SQL queries.
3. Familiarity with the Michigan Pupil Accounting Manual

Please apply online at www.kpsjobs.com

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