



# DATA QUALITY SPECIALIST (I-II-III)

## SUMMARY/SCOPE/GOAL

The goal of the Data Quality Specialist is to improve student data quality in the SIS in order to affect and maximize Florida Department of Education FTE funding and other funding related to student FLDOE survey reporting. Acts as a knowledgeable resource in the various functional areas of the District's Student Information System (SIS) and serves as a liaison between the Educational Technology Department, school sites and District departments. They provide professional development training and support related to the SIS for support staff at both the school and district level.

## QUALIFICATIONS

### DATA QUALITY SPECIALIST I:

#### EDUCATION AND RELEVANT EXPERIENCE REQUIREMENTS:

##### REQUIRED:

- High School Diploma or equivalent
- Two (2) years relevant experience work with a K-12 Student Information System.

### DATA QUALITY SPECIALIST II:

#### EDUCATION AND RELEVANT EXPERIENCE REQUIREMENTS:

##### REQUIRED:

- AA/AS from a regionally accredited program/university.
- Three (3) years relevant experience work with a K-12 Student Information System.

##### SUBSTITUTION:

- An additional four (4) years relevant K-12 SIS experience may substitute for AA/AS with the approval from the Director (exercising this substitution would require a total of 7 years of relevant work experience).
- BPS Data Quality Specialist I with a minimum of one (1) year service may substitute for the AA/AS and three (3) years relevant experience required with the approval of the Director and concurrence of the Cabinet Level approver.

### DATA QUALITY SPECIALIST III:

#### EDUCATION AND RELEVANT EXPERIENCE REQUIREMENTS:

##### REQUIRED:

- BA/BS from an accredit program/university Information Technology, Analytics, Business (Data) Intelligence, or another computer related field.
- Four (4) years relevant experience work with a K-12 Student Information System.

##### SUBSTITUTION:

- An additional four (4) years relevant K-12 SIS experience **AND** AA/AS may substitute for BA/BS with the approval from the Director (exercising this option would require a total of 8 years of relevant work experience).
- BPS Data Quality Specialist II with a minimum of two (2) years of service may substitute for the BA/BS and four (4) years relevant experience required with the approval of the Director and concurrence of the Cabinet Level approver.

## DATA QUALITY SPECIALIST (I-II-III)

### ALL LEVELS:

#### **CERTIFICATIONS/LICENSES/TRAINING: REQUIRED:**

- Valid Florida Driver's License.

#### **PREFERRED/DESIRED:**

### **PERFORMANCE RESPONSIBILITIES**

#### **ESSENTIAL FUNCTIONS:**

The tasks/competencies listed below represent most of the time spent working in this position. Supervisor may assign additional tasks within the scope of this classification as necessary.

1. Maintain and prepare documentation manuals for use by district and school support staff related to the student information system.
2. Responsibilities may include areas such as scheduling, discipline, special programs, attendance, FTE, class size, enrollment, and grade reporting.
3. Provide support for Florida DOE State Reporting requirements.
4. Analyze and solve most customer problems.
5. Communicate in a positive, cooperative manner.
6. Organize and manage time on the job to complete tasks as assigned.
7. Use data for confidential purposes as it pertains to the Department of Education, Florida Statutes, the Collective Bargaining Process and District Policy, rules, and regulations.

#### **OTHER DUTIES:**

Performs other duties as assigned commensurate with the skills and abilities of the position. Provides outstanding customer service and uses positive interpersonal communications skills. Makes all decisions and performs all tasks in accordance with Brevard Public Schools' strategic plan, vision, and mission. Ensures compliance with Board Policies, procedures, and applicable federal and state laws and regulations.

### **KNOWLEDGE, SKILLS, AND ABILITIES/TRAINING AND EQUIPMENT USAGE**

#### **JOB RELATED:**

Knowledge of hardware and software platforms consistent with Educational Technology Department's Strategic Plan. Ability to work cooperatively and collaboratively with school staff and other departments. Demonstrate self-discipline and initiative. Ability to handle and prioritize multiple tasks. Knowledge of accepted office practices and procedures. Must be able to prepare for and present classes to various groups in the District. Must be able to speak in front of large groups with confidence. Ability to write clear documentation for our customers.

#### **DATA QUALITY SPECIALIST II - ADDITIONAL SKILLS:**

Intermediate knowledge of hardware and software platforms consistent with Educational Technology Department's Strategic Plan. Demonstrated ability to perform performance responsibilities of the Data Quality Specialist I position, along with more complex problems as they arise. Ability to problem solve with multiple

## DATA QUALITY SPECIALIST (I-II-III)

resources, including the student information system, in order to answer questions, give recommendations and troubleshoot problems for our customers. Ability to maintain currency of training content and present classes to various groups in the District.

### **DATA QUALITY SPECIALIST III – ADDITIONAL SKILLS:**

Extensive knowledge of hardware and software platforms consistent with Educational Technology Department's Strategic Plan. Demonstrated ability to perform performance responsibilities of the Data Quality Specialist II position, along with more complex problems as they arise. Ability to problem solve with multiple resources, including the student information system. Under general supervision, respond to questions, give recommendations, troubleshoot problems for our customers, and assist other positions with analysis and problem solving. Ability to develop and maintain currency of training content and present classes to various groups in the District.

### **GENERAL:**

Knowledge and use of time management and organizational systems. Skill in meeting and exceeding customer/stakeholder expectations within the precincts of policy, procedure, and sound judgement. Skill in active listening and social perceptiveness. Ability to communicate effectively orally and in writing. Ability to use logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems. Ability to sustain focus and attention to detail for extended periods of time.

### **EQUIPMENT:**

Use office machines such as large volume copiers, printers, or calculators. Use computers for email, word processing, intra/internet, data entry, spreadsheets, service ticket responses, presentations, or custom applications.

## **PHYSICAL DEMANDS/WORK ENVIRONMENT**

### **PHYSICAL REQUIREMENTS:**

#### **(L) LIGHT WORK**

---

Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force as frequently as needed to move objects. If the use of arm and/or leg controls require exertion of forces greater than that for sedentary work and the worker sits most of the time, the job is rated as light work.

### **POTENTIAL ENVIRONMENTAL CONDITIONS/HAZARDS:**

Indoor office environment most often with Indoor/Outdoor movement between pods/locations frequently. Intermittent noise and activity level. Requires Sitting, Standing, Walking, Bending, Stooping, Kneeling, Finger Dexterity, Talking, Hearing, and Visual Acuity frequently.

### **TRAVEL:**

Travel between sites occasionally. Travel out of county rarely.

## DATA QUALITY SPECIALIST (I-II-III)

### FOR HR USE ONLY:

<b>DIVISION:</b>	Educational Technology	<b>DEPARTMENT:</b>	Educational Technology
<b>TITLE CODE:</b>	L4751; L4752; L4753	<b>CONTENT BY:</b>	Assistant Superintendent – Educational Technology
<b>GRADE:</b>	07; 09; 11	<b>COMPENSATION:</b>	Human Resources
<b>UNIT:</b>	NB (Non-Exempt)	<b>LABOR RELATIONS:</b>	Karyle Green, Ed.D.
<b>LAST BOARD APVD:</b>	03/13/2018	<b>CLASSIFICATION:</b>	Beth Thedy, Ed.D.
<b>SCHEDULE:</b>	8 Hrs. – 12 Mos.		

REV:	DATE:	REVISION CONTROL:	INITIATED BY:
1.0	11/29/2017	Developed	Randy George
1.1	3/1/2021	New Format: Combined levels I, II & III to one job description – identified level differences where applicable.	Ellie Kelly – Human Resources
1.2	1/7/2022	Update physical requirements to ADA format, add schedule	Ellie Kelly – Human Resources
1.3	2/09/2022	Update qualification requirements for each level	Ed Sherretta – Direct MIS

*The above information on this description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this job. Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.*

*Brevard Public Schools (BPS) is an equal opportunity/affirmative action employer committed to achieving excellence and strength through diversity. BPS seeks a wide range of applicants for its positions so that one of our core values, a qualified and diverse workforce, will be affirmed. Americans with Disabilities Act (ADA) compliance requires BPS to provide reasonable accommodations to qualified individuals with disabilities. Prospective and current employees are invited to discuss accommodations.*