

MOP Co-Op Data Manager

DESCRIPTION:

The Data Manager will work under the supervision of the Director of General Education and the Director of Technology in providing service to Mecosta-Osceola ISD and the local districts by focusing on extracting, gathering, entering and managing data to help districts solve their academic puzzles.

REQUIREMENTS:

Extensive relational database management, data manipulation, and query experience required. Applicant must be accomplished in Microsoft Office. SQL and Crystal Reports experience desired and Bachelor's Degree preferred.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Report to the MOISD Directors of General Education and Technology on the progress of the common data management and assessment systems.
2. Work to increase the value and power of the Pearson D.A.T.A. project for the local school districts.
3. Must have excellent communications skills, both written and verbal.
4. Maintain a cooperative, harmonious relationship with professionals and others within the school setting.
5. Must have a valid driver's license and assume responsibility to transport self to assigned worksites.
6. Regular and predictable attendance.
7. Pursuant to "School Safety" legislation (2005 PA 129-131 and 138) enacted into law January 1, 2006, must pass a criminal history background investigation conducted by the Michigan State Police and the Federal Bureau of Investigation.
8. Other duties as assigned by the Director of General Education, Director of Technology, Superintendent or designees.