# Lansing Unified School District 469

**Job Title:** Data Coordinator
**Reports to:** Director of Finance

## Purposes and Objectives of the Position:

The Data Coordinator implements, maintains, manages, and troubleshoots data services and systems throughout the district in addition to enforcing data quality standards across departments.

## Qualifications:

- High school diploma
- Three years' experience with Office Suite

## General Duties and Requirements

- Assists with logins, badge access, and email addresses for new employees
- Responsible for establishing and maintaining all API, ODBC, and FTP Connections with third party organizations.
- Maintains Data Quality in systems involving data transfer and/or data visualisation. Including but not limited to
    - Skyward
    - Azure Active Directory
    - Google Administrator Centers
    - Microsoft Administrator Centers
- Supports Student Information System for the purpose of managing large amounts of information in an efficient and accurate manner.
- Manages data exchange and complies with ISBE and state student information system mandatory reporting.
- Performs other duties as assigned.

*The district reserves the right to modify job duties or job descriptions at any time.*

### USD 469 Board of Education Policies

## Knowledge, Skills, and Abilities Required:

- Ability to work cooperatively and constructively with others, including the ability to communicate effectively with a broad number of audiences.
- Ability to manage job responsibilities and to meet the established district outcomes.
- Ability to use necessary district-identified computer hardware and software, and other district-provided technology.
- Ability to physically adapt to the compressed time schedule of a school day and year.