



Lansing Unified School District 469

200 East Mary Street
Lansing, Kansas 66043
913-727-1100
www.usd469.net

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.