



A BOCES providing world-class opportunities for the districts we represent.

To provide leadership and support systems through teamwork with component districts to enhance student outcomes and lifelong learning.

Start Date: As soon as possible

Location: NCOC in Grand Gorge

Application Deadline: Open until filled

Salary: \$35,000 - \$40,000

NCOC

2020 Jump Brook Road
P.O. Box 382
Grand Gorge, NY 12434
(607) 588-6291

OAOC

1914 County Route 35
Milford, NY 13807
(607) 286-7715

Center Street School

31 Center Street
Oneonta, NY 13820
(607) 431-2562

humanresources@oncboces.org

www.oncboces.org

ONC BOCES is an Equal Opportunity Employer

District Data Specialist

Anticipated one (1) full-time, 12-month, Non-Unit Support, Competitive Civil Service, provisional position.

Qualifications and Responsibilities

Minimum Qualifications:

- (a) Graduation from a regionally accredited or New York State registered two year college with an Associate's Degree or higher with specialization in Business; OR
- (b) Graduation from high school or possession of a high school equivalency diploma and two (2) years of office management experience; OR
- (c) An equivalent combination of training and experience as defined by the limits of (a) and (b) above.

The selected candidate will be responsible for, but not limited to: support district faculty in using aspects of student management systems for grading, attendance, discipline, and quarterly reporting; serves as the district's central registrar; run student management system data validations and identify data issues; work with ONC BOCES District Data Coordinator to collect, verify, and upload data for state reporting; produce data reports as requested by school district administration.

Application

We encourage qualified applicants to submit their resumé, application, transcripts and references to: www.olasjobs.org/southern

Civil Service position candidates must be reachable on the existing eligibility list. If there is no mandated eligibility list, candidates will be considered for provisional appointment. Continued employment will be contingent on successfully passing the required examination and being reached on the eligibility list.

The selected applicant will be subject to a fingerprint support criminal history background check in accordance with SAVE Legislation effective July 1, 2001.

The Board of Cooperative Educational Services of the Sole Supervisory District of Otsego, Delaware, Schoharie and Greene Counties does not discriminate on the basis of race, color, national origin, sex, sexual orientation, disability, genetic disposition or age in the educational programs or activities which it operates, including, but not limited to, access to facilities in accordance with the Boy Scouts of America Equal Access Act of 2001, 20 U.S.C. 7905, which requires equal access for the Boy Scouts of America and other designated youth groups to meet at public schools.

Qualifications and Responsibilities, continued...

DISTINGUISHING FEATURES OF THE CLASS:

Manipulates an alphanumeric keyboard to transcribe data from source documents on to reports or directly into a computer. Assignments are received in the form of written or typed information to be transcribed to cards, tape or disc. Accurately enters data pertaining to students and teachers for NYS reporting. The activities of employees in this class provide direct support to professional and technical staff operating the agency's data processing equipment. Performs related clerical duties involving the collecting and recording of payments received and the issuance of receipts. The work is performed either under supervision of a higher-level operator or other superior. Supervision over the work of others is not a responsibility of employees in this class.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Train and support teachers in using aspects of the student management system for grading, attendance, discipline, and quarterly reporting.

Troubleshoot user errors and technical errors within the student management system; Serve as the district's Central Registrar;

Work with Administrators, District Guidance Counselors, District secretaries, and CSE Chairs to ensure that data integrity is maintained;

Responsible for attending webinars, meetings, and/or conferences conducted by south Central RIC and the student management system vendor on the setup and use of the SMS system (including all new modules that the district begins to use), SMS vendor upgrades, NYS reporting subjects;

Run student management system data validations and identify data issues resulting within the student management system and resolve all issues;

Assess need for training or revisions of training materials based on user needs and requests;

Research available resources from student management system vendor and create or modify materials for use by end-users;

Communicate with users on changes in training materials, answer questions and provide one-to-one training in person and over the phone;

Work with administrators to synchronize data standards, procedures and training for district and school staff member;

Maintain documentation of data systems, standards and procedures;

Work with administrators to coordinate collection of data, validation of data, and upload data to meet reporting NYS deadlines;

Contact the student management system vendor to log issues and/or questions on behalf of the entire teaching, administrative and support staff;

Responsible for working with district's information system vendor in handling changes to NYS reporting requirements and to work through NYS validation errors created by the student management system;

Design and implement custom documents to improve functionality of SMS reports through the use of report design software, Crystal Reporting;

Work with administrators to contact the South Central RIC help desk to log issues and/or questions on behalf of the district related to NYS reporting;

Produce data reports as requested by administration;

Ensure that the proper security controls and user rights are in place regarding school personnel access to the student management system;

Ensure that the proper security controls and user rights are in place regarding District user access to the Online Registration Portal in the student management system and in the online portal;

Check the program Subfinder daily to ensure teacher coverage within the building. Communicate daily with support staff on teacher absences;

Import NOCTI data and technical endorsement data into SMS for CTE students. Validate data and upload to NYS reporting;

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Good knowledge of various computer software - specifically a student management system, preferably Classmate, Microsoft Office, Microsoft Excel, Microsoft Access, Microsoft Publisher; experience with Crystal Report Writing; experience with K-12 educational institution; ability to show careful attention to detail and accuracy in work habits; excellent communication skills; ability to work in a demanding environment; ability to communicate clearly, concisely, and effectively, both orally and in writing, with the administrative staff, professional and support staff, and students; ability to work well with others to ensure proper record keeping and security.