

**POSITION DESCRIPTION**  
**NORTHFIELD PUBLIC SCHOOLS**  
 September 2022

**SECTION I: GENERAL INFORMATION**

<b>Position Title:</b> Data Integration Specialist	<b>Department:</b> Instructional Services
<b>Immediate Supervisor's Position Title:</b> Hope Langston, Director Instructional Services	<b>FLSA Status:</b> Non-Exempt
<b>Band/Grade/Subgrade:</b> C – 4 - 2	<b>Bargaining Unit:</b> Other Staff
<b>Job Summary:</b> The data integration specialist will assist in managing district educational data from a variety of sources to support data driven solution and analysis methods for teams in the Multi-Tiered Systems of Support (MTSS) process in order to improve student learning outcomes.	

**SECTION II: ESSENTIAL DUTIES AND RESPONSIBILITIES**

<b>Duty/Responsibility No:</b>	1	<b>Statement of duty/responsibility:</b> The data integration specialist will learn, document and maintain the ins and outs of the various data sources and systems that MTSS uses to drive student/staff intervention efforts.
<b>Percent of Time:</b>	40%	
<b>Tasks involved in fulfilling above duty/responsibility:</b>		
<ul style="list-style-type: none"> <li>• Map data fields in the student information system.</li> <li>• Identify and maintain data templates for upload.</li> <li>• Maintain data process flows.</li> <li>• Adhere to strict data privacy expectations.</li> </ul>		

<b>Duty/Responsibility No:</b>	2	<b>Statement of duty/responsibility:</b> The data integration specialist will identify, propose and create new data-driven solutions and analysis methods that help staff and teachers improve student outcomes.
<b>Percent of Time:</b>	40%	
<b>Tasks involved in fulfilling above duty/responsibility:</b>		
<ul style="list-style-type: none"> <li>• Extract, translate/transpose data reports for upload into aggregation systems – may require some programming, mine data from existing data sources.</li> <li>• Work with team members to organize data for meaningful interpretation by teams, while adhering to strict data privacy expectations.</li> </ul>		

<b>Duty/Responsibility No:</b>	3	<b>Statement of duty/responsibility:</b> Collaborate with district-wide staff and teachers to enhance data reporting capabilities and troubleshoot potential issues in data integration.
<b>Percent of Time:</b>	20%	
<b>Tasks involved in fulfilling above duty/responsibility:</b>		
<ul style="list-style-type: none"> <li>Review data integration process, respond to problems in process, assist team members in finding solutions.</li> </ul>		

### SECTION III: WORK REQUIREMENTS AND CHARACTERISTICS

**EDUCATION/KNOWLEDGE REQUIREMENT: Minimum education required to perform adequately in position could reasonably be attained only by completing the following:**

<b>REQUIRED EDUCATION/TRAINING</b> (choose one) 2 year accepted with strong skills, 4 year preferred.		<b>DEGREE INFORMATION:</b> Type of degree: (B.S., M.A., etc.) A.A. required, B.A. or B.S. preferred		
less than high school diploma		<b>Major field of study or degree emphasis:</b> Technical, math or sciences		
High school diploma or GED.				
1 year college	X			2 years college
3 years college				4 years college
1st year graduate level		<b>Essential knowledge and specialized subject knowledge required to perform the essential functions of the job:</b> Some exposure to or experience with computer programming,		
2nd year graduate level				
Doctorate level				
<b>Required Work Experience in Addition to Formal Education/Training:</b> NA				
<b>Required Supervisory Experience:</b> NA				
<b>LICENSE/ CERTIFICATION</b>	<b>Identify licenses/certification required upon hiring:</b> NA			

<b>ESSENTIAL SKILLS REQUIRED TO PERFORM THE WORK</b>	<b>Skilled in:</b> Team-player who takes initiative, systems-oriented thinker, design thinker, organized, ideally has some experience in programming or interested in learning, independent, flexible, can handle some uncertainty/open-ended tasks
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### RESPONSIBILITY FOR DIRECT SUPERVISION OF THE FOLLOWING POSITIONS

Titles of Positions Directly Supervised		# of Employees

<b>TOTAL</b>	0
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<b>INDIRECT SUPERVISION:</b>	
<b>Number of employees indirectly supervised:</b>	<b>Total: 0</b>

<b>HAZARDOUS WORKING CONDITIONS:</b> <i>The essential duties of the work are performed under various physical hazards or environmental conditions noted.</i>	Duties are generally performed in a typical school setting where there are minimal environmental hazards and risks associated with performing the requirements of the work. Duties of the job may involve some disagreeable human contact or interactions.
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<b>PHYSICAL JOB REQUIREMENTS: Indicate according to essential duties/responsibilities</b>				
<u>Employee is required to:</u>	Never	1-33% Occasionally	34-66% Frequently	66-100% Continuously
<b>Stand</b>		x		
<b>Walk</b>		x		
<b>Sit</b>			x	
<b>Use hands dexterously (use fingers to handle, feel)</b>				x
<b>Reach with hands and arms</b>				x
<b>Climb or balance</b>	x			
<b>Stoop/kneel/crouch or crawl</b>	x			
<b>Talk or hear</b>			x	
<b>Taste or smell</b>	x			
<b>Physical (Lift &amp; carry): up to 10 pounds</b>			x	
<b>up to 25 pounds</b>		x		
<b>up to 50 pounds</b>	x			
<b>up to 75 pounds</b>	x			
<b>up to 100 pounds</b>	x			
<b>more than 100 pounds</b>	x			

<b>PHYSICAL JOB REQUIREMENTS: Indicate according to essential duties/responsibilities</b>
<b>Physical requirements associated with the position can be best summarized as follows:</b>
<b>Light Work:</b> Exerting up to 25 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or negligible amount of force constantly to lift, carry, push, pull or otherwise move objects in the performance of the job.

**SECTION IV: CLASSIFICATION HISTORY AND APPROVAL**

**This Position Description reflects an accurate and complete description of the duties and responsibilities assigned to the position.**

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**Signature – Department Head**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Signature – Human Resources**

\_\_\_\_\_  
**Date**

**Classification History:  
Created September 2022**