

NAVIT Position Title: District Data Coordinator

Term of Employment: Full Time, 12 months

Starting Hourly Range: \$20/Hour

Summary:

The NAVIT District Data Coordinator reports to the Business Manager, provides a high level of support through a wide variety of duties. This position will be responsible for the collection, analysis, and reporting enrollment and program data.

The ideal candidate enjoys the challenge of a fast-paced environment and bringing order and good humor to the many moving parts. A positive, flexible, and adaptive work style and organizational skills are critical—particularly where NAVIT works with 11 Unified School Districts and 3 Community Colleges. This is a 12-month full-time hourly position that is scheduled Monday through Friday with occasional evenings required.

Essential Duties and Responsibilities:

The list of essential functions is not exhaustive and may be supplemented.

- Implements a student data collection plan to track and report program and district-wide data on ADE Website including but not limited to: Fall/Spring Enrollment, Student Certifications including Industry Credentials, Placement Surveys, as well as CTE Coherent Sequence
- Interpret data in multiple formats, analyze the results and produce reports
- Compile, analyzed and report data identified in the data collection plan
- Independently researches, creates, maintains, and processes a wide variety of complex materials, such as reports, spreadsheets, correspondence, etc.
- Assists with data projects and provides data reports based on the needs of the NAVIT Career and Technical Education District (CTED)
- Develops, implements, and manages PowerSchool Data integration with the CTED registration system and the current SIS (PowerSchool)
- Works with school partners to ensure the student online registration meets the needs of SIS database
- Coordinates the completion and preparation of attendance reporting
- Collect mid-term and semester grades from community colleges to report to member districts including transcripts and starfish warnings
- Assist in monitoring student communication including rules, enrollment, drops, etc.
- Implement and maintain website job board
- Ensures state compliance with student data reporting
- Attend Community College Advisory Meetings when needed
- Assist with setting up and proctoring Central Program Students' Technical Skill Assessment (TSA) Testing

- Record deposits and receive deliveries
- Assist with Student Activity Accounts
- Assist with financial voucher preparation
- Record and report minutes of meetings when needed
- Check on and report student eligibility for potential travel
- All other duties as assigned.

Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Minimum Qualifications/Education and/or Experience:

- Experience in a related field
- Experience with gathering, analyzing, and reporting data
- Proficient and highly skilled with data collection software, and other relevant computer software applications such as; Microsoft Office, Google Apps, etc.
- Ability to communicate and work effectively with parents, students, school districts, community, Arizona Department of Education, and other state agencies as needed
- Highly organized, ability to prioritize workload, and complete tasks in a timely and efficient manner
- Self-motivated, problem-solving skills, and detail oriented
- Demonstrated communication and interpersonal skills with the ability to work independently, or with a team, and exercise sound judgment
- Customer focused, and models exemplary customer service in all facets of the job between all partner school districts and community colleges
- Must be Arizona Licensed and insured driver with reliable transportation to occasionally travel to area high school and community college campuses and have current fingerprint background check

Application Process:

Submit a signed cover letter, resume, three recent (within five years) signed professional reference letters and a copy of current certificate(s) via mail, email, or hand deliver to Molly Stradling at the NAVIT CTED District Office located at 951 W Snowflake Blvd, Snowflake, AZ 85937. ***Open until filled.***