

OFFICIAL POSTING
HUDSON CITY SCHOOL DISTRICT
CENTRAL ADMINISTRATION
HUDSON, NEW YORK 12534

This official posting of openings is in conformance with all New York State Laws, Local Laws and Labor Regulations.

**ANNOUNCEMENT OF THE FOLLOWING ANTICIPATED VACANCY
FOR 2016-2017 SCHOOL YEAR**

Full-Time
(12 Month Schedule)
District Data Coordinator and Analyst
Must have valid NYS Teacher Certification
Professional or Permanent

JOB DESCRIPTION: See Back for details

Anyone interested in this position should submit the following required documentation:

- Cover Letter
- Resume
- Copy of Certification

How to apply:

- Mail to April Prestipino, Hudson City School District, 215 Harry Howard Avenue, Hudson, NY 12534, or
- Apply online through the OLAS System, which can be found at www.olasjobs.org/capital, or
- Email to Hudsoncsdjobs@hudsoncsd.org

Only completed applications will be reviewed. The deadline to apply is July 11, 2016.

The Hudson City School District offers employment and educational opportunities, including vocational education opportunities without regard to sex, race, color, national origin, or handicap.

Title: District Data Coordinator/Analyst

Job Description:

- Conducts data coordination tasks that allow for timely submission of accurate student, teacher, and building data to the NYS data repository
- Maintains thorough knowledge of the NYS accountability requirements and reporting timelines
- Supports the Office of School Improvement in tasks related to BEDS data submissions and teacher evaluations
- Works closely with Human Resources, Students Services, and the Registrar to ensure all student/staff management systems contain accurate reporting information for the NYS data repository
- Supports the Office of School Improvement in tasks related to computer-based testing, including mandated NYS testing and local assessments given at the building level
- Analyze and interpret data to support student achievement and building – and district-level goals
- Participate in data team meetings as needed
- Provide meaningful information for critical instructional and curricular issues
- Performs special projects as requested by Central Office or Building Administrators

Minimum Qualifications:

- Candidates must hold a Bachelor's degree in an education related field or a Bachelor's degree in a computer information related field
- Candidates must have a minimum of two years of experience working with data systems
- Candidates must possess excellent communication skills and have the ability to use spreadsheets and other data analysis tools
- Candidates must be highly motivated and work as a team player
- Preferred candidates will have knowledge of NYS public school accountability