



T U L S A

PUBLIC SCHOOLS

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Job Description

Job Title: Director of Data Quality and Data Use

Reports to: Chief of Staff
Department: Chief of Staff
Number of Days: 12 Months
Compensation: BG-12
Overtime Status: Exempt
Date: July 13, 2015

Position Summary: This position is responsible for leading a cross functional effort to establish, improve, monitor and train on the data management, data quality, utilization, processes, and programs for the organization. This position will work with the data stewards and owners within schools and departments, as well as the technology staff, to ensure data is collected, stored, shared and reported in a manner consistent with the strategic plan of Tulsa Public Schools. This position will also be responsible for convening and leading collaborative teams charged with seeking out program, process and technological improvements that will (1) foster improved data quality and reporting; (2) eliminate redundancies; (3) reduce the data reporting burden on districts through the use of better data collection methods and tools; and (4) increase data use throughout the district. The Director of Data Quality and Data Use should have great communication skills with the ability to bring together individuals from multiple departments to work as a cohesive group in addition to an understanding of how data use should support and inform education policies and programs, as well as an understanding of IT concepts and systems.

Qualifications/Job Requirements:

Education:

- Master's Degree or higher preferred.

Specialized Knowledge, Licenses, etc:

- Demonstrable proficiency with Microsoft Office products including Word, Excel, Access and Outlook.
- Experience using large database management systems and ability to quickly learn the existing technology infrastructure of the district.

Experience:

- Strong background in quantitative analysis with experience in practical data analysis and familiarity with research design. Minimum of 4 years of professional experience including a successful track record of managing projects and change initiatives.

Specific Training/Skills:

- The Executive Director of Data Quality and Data Use should have an understanding of how data use should support and inform education policies and programs, and an understanding of IT concepts and systems (but does not require an IT background)
- Project management and meeting facilitation experience
- Training or mentoring experience
- Strong interpersonal skills, including the ability to mediate multiple perspectives and come to a resolution
- Strong communication skills, especially in translating between departments and articulating each department's needs
- Ability to balance district-wide goals and strategy with making and implementing specific decisions in alignment with the broader goals/strategy
- Experience leading process development and revision
- Understanding of data quality principles and strategies
- Solution-oriented

Scope of Authority (If Applicable):

- Does not directly supervise any individuals, but will exert considerable influence over several departments by ensuring data use across the district

Customer Contacts:

- Internal:
 - District department, office and program leaders and staff
 - School leaders, faculty and staff
- External:
 - Oklahoma State Department of Education
 - School district personnel
 - General public

Duties and Responsibilities:

- Maintain current inventory of data systems, data stewards, and data owners.
- Ensure the data stewards are performing their duties.
- Chair the Data Management Committee, including scheduling the meetings, preparing the agenda, facilitating the meetings, tracking and following up on action items and recording and distributing the minutes.
- Maintain a data collection and reporting calendar. All data collected must adhere to the calendar or be added to the calendar with approval of the Data Management Committee.
- Maintain a critical data issues log that identifies problems that impede data quality, collection and/or reporting. Ensure a data steward is accountable for resolving each issue.
- Convene working groups of data stewards to address critical data issues that involve multiple departments.
- Facilitate collaboration between departments and Information Technology regarding data quality.
- Serve as liaison between the Data Management Committee and the Data Policy Committee, including escalating issues for resolution and submitting recommendations for approval.

- Establish and manage the process for defining and implementing changes to the agency's data collections.
- Establish and manage the approval process for data releases to ensure accuracy and security.
- Serve as the Agency contact for local program personnel regarding data quality.

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