



**Job Title:** Data and Reporting Manager

**Department:** Exceptional Students Support Services

**Reports To:** Assistant Director Program Compliance

**Grade:** BG-5

**Number of Days:** 12 months

**Overtime Status:** Exempt

**Last Revised Date:** April 19, 2019

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**Mission and Vision:** Tulsa Public Schools is the destination for extraordinary educators who work with our community and families to ignite the joy of learning and prepare every student for the greatest success in college, careers, and life. Our mission is to inspire and prepare every student to love learning, achieve ambitious goals, and make positive contributions to our world.

**Core Values:** Our core values guide how we work and interact with each other at every level of the organization. We embrace and embody these values every day.

- **Equity:** All children deserve the opportunity to develop their full academic and social potential. Our diversity is a community treasure, and we must foster an inclusive environment by examining biases and resolving unfair practices.
- **Character:** We are honest, trustworthy, and have high standards of behavior. We do the right thing even when it is hard. While we do not always agree, we treat one another with kindness and respect.
- **Excellence:** We work hard together and expect a lot of one another because high standards produce exemplary knowledge, skills, abilities, and mindsets.
- **Team:** We care for one another, support the personal and professional development of one another, and work together to improve our community.
- **Joy:** Joy at school and at work makes us more productive because when we create, innovate, and imagine, our motivation grows. We want to ensure that everyone knows the excitement that comes from working deeply on a problem, task, or concept and experiencing breakthrough moments.

**Position Summary:** The Data and Reporting Manger oversees daily operations, record retrieval, and data integrity on EdPlan; ensures the transmittal of data across all systems; and provides data reporting and analysis for the ESS team, school sites, and district.

**Minimum Qualifications:**

- Bachelor's degree preferred or five (5) years of work-related experience as a data analyst

**Responsibilities and Essential Functions:** The following duties are representative of performance expectations.

- Good attendance
- Responsible for ESS data reporting
- Act as a liaison to work collaboratively with the district data team to create and maintain a method of transferring data between EdPlan and the district data information systems to streamline information and access
- Provide EdPlan support for the district
- Initiate regular communication with OSDE-SES concerning data
- Attend OSDE-SES professional development
- Supervise ESS data and reporting team
- Provide monthly data that supports ESS initiatives for compliance and content improvement
- Serves as a data advisor for ESS directors to identify trends and plan courses of action
- Works effectively and cooperatively with others in a team environment
- Perform other tasks, duties, or services consistent with this position as assigned

**Skills and Abilities Required:** The following characteristics and physical skills are important for the successful performance of assigned duties.

- Extensive knowledge of Microsoft Office
- Expertise in Microsoft Excel is a must
- Ability to collaborate with district data team and ESS district team
- Ability to create and provide professional development in data reporting
- Ability to translate, articulate, and communicate data effectively for all stakeholders
- Ability to be a team builder and create a positive culture and climate
- Be a team leader in collaborating with the larger district as a system

**Supervisory Responsibility:**

- Supervises data and reporting specialists

**Working Conditions:** Exposure to the following situations may range from rare to frequent based on circumstances and factors that may not be predictable.

- Regular office environment, including frequent use of electronic email, being able to sit for long periods of time without a break, etc.
- Must be mobile in order to attend events and meetings outside of regular work hours
- Normal effort of occasional periods of light physical activity

*Tulsa Public Schools is committed to building a diverse and inclusive team of individuals who contribute to the district's mission with their talents, skills, and energy. Tulsa Public Schools is an equal opportunity employer and does not discriminate on the basis of race, religion, color, national origin, sex, sexual orientation, gender expression, gender identity, pregnancy, disability, genetic information, veteran status, marital status, age, or any other classification protected by applicable law.*

*Tulsa Public Schools also provides reasonable accommodations to qualified applicants and employees with disabilities. If you need an accommodation during the application process, please contact the district's talent management department at 918-746-6310 or the district's human rights and title IX coordinator at 918-746-6517. You can also direct your request for accommodation in writing to the Tulsa*

*Public Schools Education Service Center, Attn: Talent Management, 3027 S. New Haven Ave., Tulsa, OK  
74114-6131.*