



**Job Title:** Data and Reporting Specialist

**Department:** Exceptional Student Supports (ESS)

**Reports to:** Assistant Director, Program Compliance

**Grade:** BG-04

**Number of Days:** 12 months

**Security Status:** Educational Service Center and ESS Warehouse

**Overtime Status:** Exempt

**Last Revised Date:** August 28, 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:** Responsible for developing and implementing data reporting strategies and performing daily operations to capture data, student records review, and data queries from EdPlan/PowerSchool/Edmentum. Determines and provides appropriate data reporting for ESS team, school sites and district in response to team, site and district needs. Collaborates with outside agencies and analyzes data to coordinate services for students transitioning into the district, transitioning out of the district, or currently being served in the district.

**Minimum Qualifications:**

- Five (5) years of work-related experience as a data analyst

**Responsibilities and Essential Functions:** The following duties are representative of performance expectations. A reasonable accommodation may be made to enable a qualified individual with a disability to perform essential functions.

- Attend work on a regular and reliable basis
- Determine best report format to respond to data reporting to communicate ESS compliance status and prepare reports accordingly
- Develop and implement to procedures to maintain the integrity of data found within EdPlan for district
- Provide input and perspective related to data collection and target compliance goals for the ESS Department and contribute recommendations for improvement
- Manage communication inside and outside of the district to ensure Medicaid collection processes is consistently enforced to be in compliance according with State Department directives
- Attend professional development as directed by Manager
- Apply knowledge of FERPA requirements to discern the appropriate means to respond to student records requests in accordance with FERPA guidelines
- Ability to work collaboratively with others on a team
- 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 Excel is a must
- Ability to collaborate effectively with TPS Data Team and ESS District Team
- Ability to create and provide materials that will support professional development in data reporting
- Ability to translate, and articulate, and communicate data effectively for all stakeholders
- Ability to be a team contributor and get along well with others, creating a positive culture and climate

**Supervisory Responsibilities:**

- This role does not directly supervise any individuals

**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 and perform work on a computer for long periods of time without a break, being able to operate copier machines/printers, use the telephone, etc.
- Must be able to work in shared workspaces.
- Must be mobile in order to attend events and meetings outside of regular work hours as needed.
- Must be able to work additional hours/days beyond normal scheduled workweek in order to timely complete work/assignments.

- Normal effort of occasional periods of light physical activity.
- Occasional work in a warehouse setting storing, retrieving, transporting and moving archived records in boxes weighing up to approximately 25 pounds; warehouse temperatures and conditions in warehouse may be hotter/colder than a typical office environment, may be dusty, etc.

*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.*