

SAN DIEGO UNIFIED SCHOOL DISTRICT

POSITION DESCRIPTION

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<b>TITLE:</b>	Business Intelligence Coordinator	<b>REPORTS TO:</b>	Director, Applications
<b>DEPARTMENT:</b>	Information & Technology Support Services	<b>CLASSIFICATION:</b>	Classified Management
<b>FLSA:</b>	Exempt	<b>SALARY GRADE:</b>	032 AASD
<b>ISSUED:</b>	March 24, 2009		

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**BASIC FUNCTION:**

Manage and coordinate the design, development, testing and maintenance of the district's business intelligence system(s); administer and improve district data management practices and utilization of student and operational information to support fact-based decision-making, business planning, and policy development.

**REPRESENTATIVE DUTIES: (Incumbents may perform any combination of the essential functions shown below. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principal job elements.)**

***E = Essential Functions***

Plan, organize, develop, and implement technology services related specifically to business intelligence for schools and central offices; provide leadership in development, dissemination and implementation of business intelligence and other related technology strategies. ***E***

Lead the design, ongoing development, and testing of the business intelligence infrastructure to support district decision making by providing technical expertise in the specification, selection, and implementation of standardized data reporting methodologies. ***E***

Lead the Extraction, Transformation, and Loading (ETL) process by monitoring the accuracy of the extraction processes from district source systems, certifying that the data transformation processes run correctly, and verifying that changes to production systems are accurately reflected in the ETL process. ***E***

Monitor data reporting tools and ETL processes to guarantee that they are at industry standard levels and are up to date with current system vendor upgrades, patches, and bundles. ***E***

Develop and monitor processes to ensure the completeness and quality of data collection into the district's data warehouse; establish and maintain system performance and data accuracy service level agreements by providing guidance on the development of agreed data standards, and the establishment and oversight of a district data governance team. ***E***

Publicize and promote district support strategies utilizing business intelligence technologies through meetings, on-going training, and through publication of newsletters and other visual job aids; prepare and deliver oral and written presentations and technology services to central office administrators, staff, principals, teachers, parents, and community groups. ***E***

Provide technical expertise, information, and assistance to department leadership regarding assigned functions; assist in the formulation and development of policies, procedures and programs; advise the leadership of problems, and recommend appropriate corrective actions. ***E***

Direct the preparation and maintenance of a variety of narrative and statistical reports, records, and files related to assigned activities and personnel. *E*

Communicate with other administrators, personnel, and outside organizations to coordinate activities and programs, resolve issues and conflicts, and exchange information to encourage effective and efficient management controls. *E*

Monitor departmental budget(s) as assigned; analyze and review budgetary and financial data; control and authorize expenditures in accordance with established limitations. *E*

Attend and conduct a variety of meetings as assigned; establish and maintain relations/membership with local, state, and federal agencies and other organizations to remain current on programs and issues that affect business intelligence technology and technology services; present reports and initial findings as assigned. *E*

Supervise and conduct personnel administration duties for direct reports, including hiring and terminations, evaluating, assigning special duties, monitoring attendance and travel reports, and granting leaves of absence. *E*

Conduct special projects as requested.

Perform related duties as assigned.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to a bachelor's degree in information systems, computer science or related field and seven years or more of progressively responsible experience in the management and development of business intelligence systems and/or related technologies.

**LICENSES AND OTHER REQUIREMENTS:**

Valid California driver's license.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Organizational development principles and practices.

Techniques and strategies for business intelligence planning, deployment, and support in a large organization.

District curriculum and school instructional programs.

Principles and techniques of budget preparation and control.

Principles and practices of administration, supervision, and training.

Applicable laws, codes, regulations, policies, and procedures.

Oral and written communication skills.

**ABILITY TO:**

Provide leadership and direction in business intelligence planning, deployment, and support for the district.

Maintain current knowledge of applicable provisions of federal, state, and district laws, rules, and regulations.

Plan and organize programs.

Analyze problems, make decisions, and be responsible for those decisions.

Communicate effectively both orally and in writing.

Interpret, apply and explain rules, regulations, policies and procedures.

Meet schedules and time lines.  
Supervise and evaluate the performance of assigned staff.

**WORKING CONDITIONS:**

ENVIRONMENT:  
Indoor, office setting.

**PHYSICAL ABILITIES:**

Dexterity of hands and fingers to operate a computer keyboard; sitting or standing for extended periods of time; hearing and speaking to exchange information and make presentations; seeing to read and write reports; lifting light objects.

Job Code 6720  
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