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## Technical Project Coordinator / Student Information System (037) Hodge Building, Oklahoma City

*(Applications will be accepted for this unclassified vacancy until position has been filled)*

### **GENERAL DESCRIPTION**

Reporting to the Executive Director of Student Information, the Technical Project Coordinator supports the Oklahoma State Department of Education (OSDE) in achieving its goals of collecting and reporting timely, accurate and meaningful data, as well as the tools to use data to improve student outcomes. The Technical Project Coordinator is responsible for supporting and assisting agency-wide efforts to establish, improve, monitor, and communicate about data management and data quality policies, processes and practices for the OSDE. This position is also responsible for supporting collaboration between agency program areas and technology regarding data quality and data use.

### **MINIMUM QUALIFICATIONS**

- Bachelor's degree *[official transcript(s) required]*.
- Three or more years of work experience *(in education or data, preferred)*:
  - Developing instructions or processes that clarify the task at hand;
  - Creating succinct and clear documents, notes, charts, tables, graphs and reports;
  - Collecting, researching and analyzing information, and utilizing information to solve problems or make decisions;
  - Using Microsoft Office Suite, specifically Microsoft Word, Excel and PowerPoint.

### **DEMONSTRATED KNOWLEDGE/SKILLS/ABILITIES**

- A strong writer with good listening skills, editing skills and the ability to communicate in different ways with a variety of audiences;
- Able to manage relationships, work with many different people, and maintain a positive attitude;
- A goal-driven, detail-oriented self-starter who meets deadlines;
- Possess strong organizational skills, while able to be accommodating and flexible;
- Career-oriented problem solver;
- *Preferred:*
  - A basic understanding of IT concepts and systems;
  - A basic understanding of education policies and programs;
  - A basic understanding of how data use should support and inform education policies and programs.

### **EXAMPLES OF WORK PERFORMED**

- Work with groups of people in multiple roles across the agency to gather, clarify and report information accurately.
- Create succinct and clear documents, notes, charts, tables, graphs, reports, presentations and memos for agency leaders.
- Research and compile relevant information to solve problems and derive best practices for agency staff.
- Take accurate meeting notes/minutes, create meeting agendas, clarify next steps, and disseminate notes/minutes in a timely manner.
- Collaborate with peers to problem-solve and communicate solutions effectively and clearly.
- Document processes and sets of instructions to organize and facilitate efficiency.
- Perform related work as required and assigned by the Executive Director of Student Information.

### **COMPENSATION**

**Annual Salary:** \$50,000 – \$55,000      **Retirement Contribution:** 7% of annual salary      **Insurance** (health, life, dental, disability): \$7,691

*Additional benefits include 11 paid holidays, 15 days sick leave and 15 days annual leave per year; longevity pay; dependent health, life & dental coverage available for purchase; \$25 tax-deferred compensation match available.*

Code: 5172

Posted: 2/07/2013

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It is the policy of the Oklahoma State Department of Education (OSDE) not to discriminate on the basis of race, color, religion, gender, national origin, age, or disability in its programs or employment practices as required by Title VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, and Section 504 of the Rehabilitation Act of 1973. Civil rights compliance inquiries related to the OSDE may be directed to the Affirmative Action Officer, Room 111, 2500 North Lincoln Boulevard, Oklahoma City, Oklahoma 73105-4599, telephone number (405) 522-3319; or, the United States Department of Education's Assistant Secretary for Civil Rights. Inquiries or concerns regarding compliance with Title IX by local school districts should be presented to the local school district Title IX coordinator.

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