

Job Description

Job Title: Student Data Quality Specialist

Position Code: Exempt

Job Classification: Non-Exempt

Supervisor: Supervisor Student Information Systems

Pay Grade: 35

Contract Length: 245 Days

Job Summary

Position is primarily responsible for ensuring the accuracy, integrity, and compliance of student data within the district's Student Information System (SIS). This position conducts regular audits, identifies discrepancies, and provides recommendations to improve data quality and adherence to policies. Additional responsibilities include creating and delivering training programs to improve user proficiency and maintain compliance with district, state, and federal standards. Frequent collaboration with school staff, administrators, and district personnel to maintain consistent and reliable student records.

Essential Duties

1. Perform routine and detailed audits of student data, including enrollment, attendance, grades, and demographic information.
2. Identify inconsistencies, errors, or omissions and work with relevant personnel to correct them.
3. Analyze existing SIS workflows and procedures to identify areas for improvement.
4. Develop and recommend best practices to enhance data entry, validation, and reporting accuracy.
5. Create clear documentation to guide school staff and administrators in maintaining compliance.
6. Provide guidance and training to school staff on proper data entry and reporting practices.
7. Generate detailed audit reports highlighting findings, trends, and corrective actions.
8. Monitor the effectiveness of corrective actions and adjustments made to the SIS.
9. Stay informed about SIS updates, industry best practices, and relevant regulations to maintain high data standards.
10. Propose enhancements to tools, processes, or training to ensure long-term data accuracy and compliance.
11. Assess the training needs of staff and adapt programs to address gaps in knowledge or skills.
12. Model nondiscriminatory practices in all activities.

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

Other Duties:

1. Performs any other related duties as assigned by the Principal or other appropriate administrator.

Job Specifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodation may be made to enable individuals with disabilities, who are otherwise qualified, to perform the essential functions.

Minimum Qualifications (Knowledge, Skills and/or Abilities Required)

Associate's degree or any equivalent combination of experience, training and education. Experience with Student Information Systems (e.g., Synergy, PowerSchool, Infinite Campus). Prior experience in auditing, data analysis, or compliance monitoring preferred. Familiarity with K-12 educational operations and reporting requirements. Exceptional attention to detail and accuracy. Strong analytical and critical thinking skills. Proficiency in data analysis tools (e.g., Excel, SQL, or similar). Ability to manage multiple

tasks and deadlines effectively. Clear and effective communication skills, both written and verbal. Experience in developing and delivering training for data entry and compliance.

Working Conditions & Physical Requirements

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform essential functions.

Must have the ability to sit and stand for extended periods of time; exhibit manual dexterity to dial a telephone, to enter data into a computer; to see and read a computer screen and printed material with or without vision aids; hear and understand speech at normal office levels, and on the telephone; speak in audible tones so that others may understand clearly in normal office setting and on the telephone; physical agility to lift up to 25 pounds; to bend, stoop, climb stairs, walk and reach overhead.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Duties are normally performed in an office environment. The noise level in the work environment is usually moderate.

Supervision Exercised: None

Supervision Received: Principal

This job description in no way states or implies that these are the only duties to be performed by this employee. The Student Data Quality Specialist will be required to follow any other instructions and to perform any other related duties as assigned by the Supervisor Student Information Systems or appropriate administrator. Newport News Public Schools reserves the right to update, revise or change this job description and related duties at any time.

Approvals:

Supervisor

Date

I acknowledge that I have received and read this job description.

Employee Name (Print)

Signature

Date

Revised 8/2026 JSA