

Jurisdictional Class: Competitive
EEO Category: Professional
Revised: 01/09/2024

STUDENT INFORMATION & INSTRUCTIONAL SPECIALIST

DISTINGUISHING FEATURES OF THE CLASS: This is a professional position in the Mohawk Regional Information Center. The incumbent in the position develops data reporting through the collection, analysis, and use of student performance information. The incumbent assists staff in interpreting the data, proposing solutions to data collection difficulties and coordinating the delivery of student data to component school districts. The Student Information and Instructional Specialist directly reports to the Team Leader. Supervision of others is not a responsibility of this class. The incumbent performs related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Coordinates the delivery of student data service to component school districts;
Acts as a liaison with the RIC and users of other student data systems to collect, analyze, and use student performance data;
Assists school district staff and building principals in interpreting data;
Proposes solutions for district problem solving in the collection, management, and analysis of student performance data;
Assists school district staff and building principals in collection of data for specialized data projects;
Assists Superintendent of designated District Data Coordinator in completing data verification activities related to the SIRS Reporting process in the NYSED Business Portal;
Performs other duties as assigned by the Team Leader.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS: Good knowledge of computer skills including: word processing, database, spreadsheet, and statistical analysis; knowledge of state data reporting requirements for school districts and BOCES; ability to write clear precise reports; ability to analyze and interpret student data; ability to facilitate district planning of student data; ability to work as a member of a team; creative thinker and problem solver.

MINIMUM QUALIFICATIONS: Either:

- (A) Possession of Bachelor's Degree, including or supplemented by twelve (12) semester credit hours in the fields of computer science, computer technology, data processing, mathematics, statistics or a closely related field; **OR**
- (B) Possession of Associate's Degree, including or supplemented by six (6) semester credit hours in the fields of computer science, computer technology, data processing, mathematics, statistics or a closely related field, **AND** two (2) years of experience in the collection of educational program data.

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NOTE: Degree(s) must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If the degree was awarded by an educational institution outside the United States and its territories, the candidate must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the Internet at <http://www.cs.ny.gov/jobseeker/degrees.cfm>. Candidates will be required to pay the evaluation fee.

Adopted: 10/06/2011

Revised: 07/13/2015, 01/27/2016, 02/06/2019, 01/09/2024