



Job Description

Job Title: Office Personnel - Class 5 - Data Visualization

Classification: Classified

Salary Schedule: XB7

Department: Central Support Offices

Reports To: Department Administrator

FLSA Status: Exempt

Date: April 2025

Approved by : Northwest Local School District Board of Education

Job Summary: Provide support and secretarial services for the efficient operation of the assigned department. To coordinate the daily operations and compliance monitoring of the department.

Job Qualifications:

1. High School diploma or GED equivalent required.
2. Technology skills - These skills include proficient computer skills and the ability to work with ESB, DASL, Event Pro, Google Docs, Microsoft Office (Word, Excel, Powerpoint, and Access) etc.
3. Polished communication skills as it relates to working with various stakeholders.
4. A high level of organizational skills.
5. Ability to maintain a level of confidentiality regarding district information and records.
6. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

Essential Duties:

1. Pull data reports, analyze data and create summary reports
2. Analysis of data to provide interpretation of the data
3. Creation and presentation of various data projects
4. Creation and maintenance of KPI Dashboard (for all departments)
5. Enrollment monitoring and projections



6. Monitor and train data use of the SIS
7. Monitor use of systems / programs as directed
8. Monitor compliance of data reporting and completion
9. EMIS support to monitor and resolve errors
10. Support completion of Civil Rights Data Collection
11. Perform other job related duties as assigned.

Other Duties and Responsibilities:

1. **Problem Solving** - Identifies and resolves problems in a timely manner; Develops alternative solutions; Works well in group problem solving situations; Uses reason even when dealing with emotional topics.
2. **Interpersonal Skills** - Focuses on solving conflict, not blaming; Maintains confidentiality; Listens to others without interrupting; Keeps emotions under control; Remains open to others' ideas and tries new things.
3. **Oral and written communication** - Communicates clearly and persuasively in positive or negative situations; Listens and gets clarification; Responds well to questions; Participates in meetings.
4. **Teamwork** - Exhibits objectivity and openness to others' views; Gives and welcomes feedback; Contributes to building a positive team spirit.
5. **Quality Management** - Looks for ways to improve and promote quality; Demonstrates accuracy and thoroughness.
6. **Diversity** - Shows respect and sensitivity for cultural differences; Promotes a harassment-free environment.
7. **Ethics** - Treats people with respect; Keeps commitments; Inspires the trust of others; Works with integrity and ethically; Upholds organizational values.
8. **Judgement** - Exhibits sound and accurate judgment; Includes appropriate people in decision-making process.
9. **Planning/Organizing** - Prioritizes and plans work activities; Uses time efficiently; Sets goals and objectives.
10. **Professionalism** - Approaches others in a tactful manner; Reacts well under pressure; Treats others with respect and consideration regardless of their status or position; Accepts responsibility for own actions; Follows through on commitments.
11. **Adaptability** - Adapts to changes in the work environment; Manages competing demands; Changes approach or method to best fit the situation; Able to deal with frequent change, delays, or unexpected events.



12. **Attendance/Punctuality** - Is consistently at work and on time; Ensures work responsibilities are covered when absent; Arrives at meetings and appointments on time.

Physical Requirements:

Physical and emotional ability and dexterity to perform required work and move about as needed in a fast paced, highly intensive work environment. *Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Terms of Employment: 247 days



NORTHWEST LOCAL SCHOOL DISTRICT

Title: Office Personnel - Class 5 - Data Visualization

Employee: _____
(Print Name)

This job description in no manner states or implies that these are the only duties and responsibilities to be performed by the employee of this job. The employee will be required to follow the instructions and perform the duties required by the positions supervisor, appointing authority, or designee.

(Superintendent or designee)

(Date)

My signature below signifies that I have reviewed the contents of my job description and that I am aware of the requirements of my position. I am able to perform the key functions of the position.

(Employee Signature)

(Date)