Solano County Office of Education

Leadership • Collaboration • Support

JOB TITLE: Data Coordinator, Educational Services

Classified Management Salary Schedule, Range 13

DESCRIPTION OF BASIC FUNCTION AND RESPONSIBILITY

Under the general direction of the assigned supervisor, the Data Coordinator serves as the primary technical architect and decision-maker for the Solano County Office of Education's (SCOE) automated data infrastructure supporting SCOE and local education agencies (LEAs). The Data Coordinator leads complex research and evaluation initiatives, utilizing advanced statistical programming (e.g., R or Python) and computer science principles to design, build, and maintain systems that collect, analyze, and compile data related to SCOE and school district student outcomes as well as programs and divisions across SCOE. This work is executed in strict accordance with SCOE's strategic framework, vision, mission, and priorities, and includes deep analysis of California Department of Education state indicators, countywide demographics, and interagency governmental data sources.

JOB REQUIREMENTS AND QUALIFICATIONS

Education & Experience:

- Bachelor's degree in Computer Science, Statistics, Data Science, Educational Measurement, or related quantitative field from an accredited institution is required.
- Master's degree preferred.
- A minimum of three (3) years of progressively responsible experience in data systems architecture, statistical programming, and program evaluation is required.
- Experience working within a school environment, county office of education, or public sector agency is preferred.

Knowledge of:

- Advanced, demonstrable proficiency in statistical programming languages, specifically R (including the tidyverse, and interactive application development such as R Shiny or Quarto) for deep data manipulation and automation.
- Modern data engineering practices, including designing and orchestrating automated ETL (Extract, Transform, Load) pipelines, and maintaining secure, centralized data storage solutions.

- Or ability to gain strong working knowledge of California Department of Education (CDE) accountability structures, state indicators, and educational data systems (e.g., CALPADS, student information systems, and local assessment platforms).

Skills to:

- Translate rigorous statistical findings, algorithms, and architectural decisions into clear, actionable insights for SCOE's executive leadership, LEAs, and non-technical partners.

Ability to:

- Serve as a technical leader, making independent architectural decisions regarding county-wide data infrastructure.
- Manage complex technical project lifecycles from scoping to deployment and prioritize development features.
- Independently promote the goals and work of SCOE's Assessment, Research, Evaluation and Continuous Improvement team.
- Bridge the gap between complex data engineering and educational strategy.
- Develop a strong working knowledge of California Department of Education (CDE) accountability structures, state indicators, and educational data systems (e.g., CALPADS, student information systems, and local assessment platforms).

ESSENTIAL DUTIES:

- Acts as the official proxy and representative for the Assessment, Research, and Evaluation (ARE) team in cross-departmental initiatives, executive leadership meetings, and external partner consultations, as needed.
- Conducts presentations and attends in-person meetings across the county and state, as necessary.
- Determines the most appropriate solutions for secure data storage, querying, validation, and the organization of structured and unstructured data across cloud-native or localized database platforms.
- Develops and deploys interactive web applications (e.g., R Shiny) and dynamic data tools that empower SCOE staff and LEAs to securely explore multi-year trends, demographic metrics, and assessment results.
- Develops, implements, and maintains robust, scalable data infrastructure for SCOE, making high-level decisions on the appropriate frameworks, algorithms, and secure storage solutions for multi-layered educational data.
- Develops and presents interactive visualizations and reports for SCOE and LEAs.

- Engineers and orchestrates automated Extract, Transform, Load (ETL) pipelines utilizing advanced statistical programming (e.g., R) to systematically ingest, clean, normalize, and cache complex state, local, and interagency datasets.

- Engineers automated programmatic solutions to streamline complex data collection, statutory compliance workflows (such as the Williams review process), and state-tracking processes, significantly reducing administrative burden.

- Leads comprehensive technical project lifecycles from initial scoping and functional requirement development to deployment and user training; develops and maintains meticulous system documentation.

- Provides strategic leadership and technical assistance for California's System of Support model (e.g. Universal Support, Differentiated Assistance, ESSA CSI). Coaches cross-functional LEA teams through Improvement Science frameworks, directing the design and statistical evaluation.

- Serves as the primary analytical liaison to district leadership. Presents complex student-level data, interprets root causes of structural inequities, and translates sophisticated data engineering concepts into actionable policy recommendations for non-technical partners.

- Translates complex California Department of Education (CDE) accountability business rules into rigorous programmatic logic to evaluate and calculate eligibility for state interventions.

- Serves as a member of the Management Advisory Council (MAC) of the Solano County Office of Education.

MARGINAL DUTIES

- Performs other related duties as assigned.

SUPERVISION RECEIVED

Limited and general supervision.

SUPERVISION EXERCISED

Supervises staff as assigned.

PHYSICAL ACTIVITY REQUIREMENTS

Work Position (Percentage of Time):

Standing (15%) Walking (25%) Sitting (60%)

Body Movement (Frequency):

None (0) Limited (1) Occasional (2) Frequent (3) Very Frequent (4)

Lifting – lbs. (0-40) Lifting (2) Bending (2)

Pushing and/or Pulling Loads (1)	Reaching Overhead (1)	Kneeling or Squatting (1)
Climbing Stairs (2)	Climbing Ladders (1)	