



<b>Job title</b>	<i>Manager of Data Operations</i>
<b>Reports to</b>	<i>Chief Development Officer</i>
<b>Direct Report(s)</b>	<i>Registrar and Attendance Assistant</i>

## Job Summary

The Manager of Data Operations supports the Chief Development Officer and provides districtwide leadership and direction in the collection and management of all Georgia Online Academy Georgia data to ensure compliance and accountability to federal and state regulatory authorities; oversees all aspects of assessment administration and data reporting; monitors all aspects of attendance management; and collaborates with the Academic and Leadership division leaders to generate the monthly Dashboard and other reports.

## Main Responsibilities

- Work as directed to support the goals of Georgia Online Academy, Inc., management and team
- Ensures the effective and efficient execution of all enrollment, admissions, transcription, grade reporting, and associated standard operating procedures.
- Reviews and evaluates assessment procedures, practices, and programs for all standardized testing, including
- Oversees the development of a comprehensive testing calendar for reference by all school personnel that is created and maintained by the Assessment Coordinator.
- Ensures that Assessment Coordinator secures testing sites statewide and carries out the hiring (if needed) and training of all Testing Examiners and Proctors.
- Ensures that the Registrar and IDEA Coordinator submit all external reports related to per pupil funding for students, including, but not limited to teacher class, student record, grant-related and federally mandated reports, such as the annual 3% verification of meals eligibility and civil rights data collections. Grant-related and federally mandated reports, such as the annual 3% verification of meals eligibility and civil rights data collection.
- Develops and maintains school performance dashboards that are aligned to the organization's performance management framework key metrics.
- Prepares custom reports and analyses for the Academic and Leadership division leadership as needed
- Oversees the development of custom reports and enrollment and admissions documents such as truancy letters.
- Acts as the liaison to the Director of Data Collections at the Georgia Department of Education.
- Attends all GaDOE meetings for data collections and state mandated testing.

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## **Professional Duties**

- Provides training and disseminates information to the Program Coordinators and other school administrators regarding student information requirements for the operation of the student information system.
- Convenes regular meetings with the appropriate staff to share information and identify needs for technical support.
- Ensures that Data Collections department staff receives appropriate professional learning as needed.
- Troubleshoots operation and software problems, determines the cause of errors or warnings related state mandated reporting, and provides workarounds in cases where the problem is software-related or escalate to technical support if required.
- Responds to specific information requests from the school and district staff, as well as external parties.
- Participates in staff meetings and professional learning days.
- Communicates with the Executive cabinet and direct reports on a regular basis.
- Participates as needed in student recruitment and registration activities to help the school meet enrollment goals.
- Participates as needed in training, social, and educational activities, field trips, and clubs for students and families.
- Maintains confidentiality as required by the school and by law.
- Additional duties as assigned.

## **Key Relationships**

- Internal: Chief Development Officer, Chief Leadership Officer, Chief Academic Officer, Director of Agency Partnerships, Program Coordinators, Director of Special Education, Registrar, Assessment Coordinator, Coordinator of Counseling & Advisement, Teachers and Academic Advisors
- External: Parents/Guardians, Students, Georgia Department of Education, the College Board, ACT, the U.S. military, and vendors

## **Key Behavioral Competencies**

- Communication
- Excellent oral and written communication skills
- Personal Accountability - When committing to do something, does it decisively, responsibly and with urgency. Can be relied on consistently, including:
- Ability to interpret policy, procedures, and data.
- Demonstrates a strong sense of urgency through prioritizing and following through on commitments
- Drives hard to meet and frequently exceed goals and objectives within tight timeframes – Meet established deadlines.

## **Decision Making**

- Makes timely decisions

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- Takes bold, decisive action or makes commitments, despite risks, conflict or uncertainty, after considering the available courses of action and the needs and values of others

## **Adaptability**

- Responds to change with a positive attitude and a willingness to learn new ways of working.
- Seeks new skills, behaviors and knowledge to increase personal performance capabilities

## **Relationship-Building**

- Supervision of staff and project management
- Establishes rapport with people easily

## **Background**

- Bachelor's degree, master's highly preferred
- Experience teaching or participating in an e-learning/online learning course highly preferred
- Strong written and verbal skills as demonstrated by a writing sample
- Proficiency with Microsoft Excel, PowerPoint, Word, Outlook, SLDS, Infinite Campus, and eSchoolware
- Proficiency with multimedia communication tools, such as discussion boards, web logs, email, instant messaging and online meeting tools
- Ability and availability to travel within the state for up to extended period of times if needed
- Work with alternative education programs preferred
- High degree of flexibility
- Demonstrated ability to thrive in a fast-paced work environment

## **Working Conditions:**

- Normal office environment

## **Physical Demands:**

- Routine physical activity associated with normal office environment
- Demonstrated ability to thrive in a fast-paced work environment

### ***Graduation Achievement Charter High School Philosophy***

*Graduation Achievement Charter High School is the standard for providing students with creative choices for their future. Proper resources, sufficient support, and the flexibility to differentiate instruction are essential. The most important resource is strong collaboration among stakeholders, starting with an outstanding staff and students invested in their own success. Effective educators engage all students in the teaching and learning process, provide them with the right tools to take charge of their own learning, and facilitate a successful transition to independent lifelong learning.*

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***Graduation Achievement Charter High School Mission***

*The mission of Graduation Achievement Charter High School is to provide historically underserved students with a flexible and highly individualized virtual high school experience.*

***An Equal Opportunity Employer***

*It is the policy of Graduation Achievement Charter High School to provide educational and employment opportunities without regard to race, color, religion, creed, national origin, alienage and citizen status, age, marital status, disability, prior record of arrest or conviction (except as provided by law), sexual orientation, gender (sex), and to maintain an environment free of discriminatory harassment, including sexual harassment, or retaliation as required by civil rights law.*