



Public Charter SCHOOL DISTRICT

Data Coordinator

Job Brief

The South Carolina Public Charter School District (PCSCD) is looking for an energetic and self-motivated Data Coordinator. The Data Coordinator is responsible for supporting district and school-level data accuracy, compliance, and reporting through advanced data analysis, SQL development, and coordination with the South Carolina Department of Education (SCDE). This role serves as a technical liaison between the district, schools, and SCDE data systems, ensuring data is properly mapped, validated, and submitted in accordance with state and federal requirements. The Data Coordinator actively participates in statewide data governance and reporting groups and supports continuous improvement of district data practices. This position is based in Columbia, SC, and may require intermittent statewide travel.

Responsibilities

Data Management & Analyses

- Develop, maintain, and execute advanced SQL queries and scripts to extract, validate, and analyze data from data systems.
- Perform data analyses to identify trends, anomalies, and compliance risks related to enrollment, attendance, assessment, accountability, and funding.
- Support the creation and maintenance of dashboards, reports, and ad-hoc analyses for internal stakeholders and leadership.

Data Mapping & Integration

- Manage and document data mappings between PowerSchool, SCDE platforms, and third-party systems (e.g., Ed-Fi, vendor applications).
- Support data validation and troubleshooting related to data integrations, extracts, and submissions.
- Collaborate with IT and SIS staff to resolve data structure, formatting, and interoperability issues.

Governance, Collaboration & Meetings

- Attend and actively participate in statewide and district data meetings and workgroups, as assigned.
- Communicate data requirements, timelines, and impacts clearly to district leadership and school staff.
- Regularly engage in cross-team collaboration to grow capacity, improve efficiency, and support district staff assessment/reporting needs.

Required Qualifications

- Bachelor's degree in Data Analytics, Information Systems, Education, Computer Science, or a related field (or equivalent experience).
- Strong experience writing and maintaining SQL queries for complex datasets.
- Demonstrated experience with data analysis, validation, and reporting.
- Experience working with or supporting state education data systems and reporting requirements.
- Strong attention to detail and commitment to data accuracy and integrity.

Preferred Experience

- Experience working with SCDE data platforms and reporting processes.
- Familiarity with Ed-Fi data standards and integrations.
- Experience in a charter school or public education environment.
- Ability to translate technical data concepts into clear, actionable guidance for non-technical stakeholders.

Interested Candidates should provide a resume and cover letter to Jackie Snell, Director of Human Resources, at jsnell@sccharter.org.