



State Reporting Supervisor



Job Overview

The purpose of this job is to be the primary point of contact for everything related to the Tennessee Investment in Student Achievement (TISA) funding model.

Duties and responsibilities include being knowledgeable about the TISA funding structure, staying current on any and all changes to the TISA law moving forward, ensuring that all sources of data from systems is accurate, properly prepared, and meets deadlines.

This job reports to the Student Information Systems (SIS) Director

Essential Functions

- Provides oversight and management over all Tennessee Investment in Student Achievement (TISA) responsibilities.
- Ensures all data reported to the State is accurate, on time, and properly audited.
- Works with multiple internal stakeholders across departments to collect, audit, correct, and prepare all necessary student data before reporting deadlines.
- Stays current on all TISA-related announcements and changes and communicates such to all necessary parties.
- Provides funding-model updates to the Superintendent and staff on a regular and as-needed basis.
- Works to make reporting more efficient and accurate, adjusting processes when needed based on technological advances.
- Handles data from multiple systems (Student Information System, TN Pulse, Munis, and/or other systems either provided by the State or District-Managed) to ensure accurate Federal and State Reporting.
- Oversees Civil Rights Data Collection (CRDC) and all other Federal Reporting needs.
- Maintains a positive work environment and fosters healthy relationships between departments, while serving as an expert point-of-contacts on all things TISA-related.
- Helps drive technical innovation while promoting a team building environment.
- Attends and participates in national, state-wide, and regional meetings related to TISA and state-reporting.
- Attends regular meetings with district leadership and department directors to continually educate the district on how TISA impacts day-to-day operations and future projections related to funding.

May perform other related duties as assigned to ensure the efficient and effective functioning of the work unit.

Working Environment

The working environment consists of open office space.
Generally, the job consists of 80% sitting and 20% standing.

Qualifications

Minimum experience: Competitive candidate will have experience working with multiple data systems.

Minimum education: Bachelor's degree – OR – 4 years relevant experience in addition to the experience requirements above.

The ideal candidate will have the following education, experience, skills, knowledge, abilities and/or competencies:

- Ability to make challenging decisions, remain professional under stress and possess exceptional judgment.
- Ability to work across teams in a high-pressure, on-deadline environment.
- Knowledge of instructional regulations and policies and ability to develop operational policies and procedures.
- Knowledge of federal, state, and local regulations pertaining to state reporting and TISA.
- Skill in collecting and/or analyzing data.



- Skill in problem solving.
- Ability to prepare and maintain accurate records and compose a variety of documents.
- Ability to read and interpret complex materials.
- Ability to extract, transform, and integrate data from multiple sources.
- Ability to present technical and statistical data.
- Ability to communicate effectively, both orally and in writing.
- Ability to work with multiple departments and stakeholders.
- Ability to examine and modify the flow of work to increase productivity.
- Ability to establish and maintain effective working relationships.

Required Testing: None Specified

Continuing Education/Training: None

Required Certificates and or/Licenses: None

Clearances: Criminal Justice Fingerprint/Background Clearance

FLSA Status: Exempt

Employee Type: Classified

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