



Associate Director of Reporting Services

Number of Positions Needed: 1

WSIPC – Reference # 20260602

Resume review will begin on the week of June 22

Hiring Salary Range \$151,948 – 158,087

The salary is dependent on experience and qualification

Why WSIPC? At WSIPC We Take Pride in Nurturing a Culture Where...

We are a team – We care about the growth and development of our people and the Cooperative.

We pursue excellence – We are continuously learning, and striving to improve our skills, services and culture.

We are passionate and creative – We are inspired by our Cooperative members to innovate and develop solutions that best fit their needs.

We are accountable and supportive – We take responsibility for our decisions and collaborate to ensure the best outcomes.

We communicate honestly – We work in a transparent, open, and trust-based environment.

We have serious fun – We take the time to enjoy ourselves, because hard work and innovation are fueled by a good work-life balance and a lot of personality.

We serve our community and we are our community – We are part of the community we serve and we are invested in its success.

About the Position

The Associate Director of Reporting Services provides operational leadership for the State Compliance and Custom Reporting teams that fall within the Product Support & Services department. This role is responsible for shaping priorities, guiding service delivery, and supporting the people, processes, and partnerships needed to deliver high-quality reporting solutions to school districts.

This position reports directly to the Chief Experience Officer (CXO) and works closely with the Associate Director of Customer Solutions to align reporting solutions with organizational priorities, customer needs, and product direction. This Associate Director helps ensure Reporting Services is well-coordinated, responsive, and positioned for continuous improvement.

Success in this role requires strong operational leadership, sound judgment, and the ability to bring clarity, structure, and collaboration to complex work. Familiarity with K-12 reporting environments is preferred, but the most important qualifications are leadership, coordination, and the ability to guide effective service delivery.

Key Responsibilities

- Oversee Reporting Services teams, including priority setting, workload planning, risk awareness, and delivery oversight.
- Oversee reporting service frameworks and core processes, including intake, prioritization, and coordination across compliance, custom reporting, and related reporting work.
- Supervise and support team performance, including direct oversight of the Custom Reporting team and contribution to a strong team culture.



W S I P C

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- Strengthen quality and consistency across services through reporting standards, documentation practices, SOPs, and process improvement.
- Coordinate across teams and functions to support aligned planning, release readiness, communication, and service delivery.
- Represent Reporting Services as the primary liaison in external and cross-organizational settings, including engagement with state agency partners, while promoting WSIPC's services, capabilities, and brand through forums, events, and collaborative spaces.
- Facilitate continuous improvement, remove operational barriers, and support team effectiveness.

Ideal Candidate Qualifications

- Strong leadership experience in reporting, analytics, or other data-focused environments.
- Experience coaching, developing, and supporting managers or supervisors.
- Ability to influence across multiple levels of leadership and responsibility.
- Understanding compliance reporting or regulatory requirements is preferred.
- Strong written and verbal communication skills, including the ability to translate strategy into execution.
- Experience managing complex workflows and balancing competing priorities.
- Ability to coordinate effectively across technical, product, and customer-facing teams.
- Sound judgment and strong decision-making skills in complex environments.
- Strong relationship-building skills with leadership, technical teams, and external partners.
- Commitment to customer-focused service delivery and continuous improvement.
- Excellent interpersonal skills, including the ability to build trust, foster collaboration, and resolve conflict effectively.
- Familiarity with K-12 or public sector reporting environments is preferred.
- College degree in a related field and/or equivalent work experience.
- Ability to travel in or out of state, including some overnight travel.

Employment Benefits

This is a full-time position. WSIPC provides a comprehensive benefits package including but not limited to thirteen holidays, medical, dental, vision, paid vacation ranging from 12-22 days per year and up to 8 hours of paid sick leave per month. We are part of DRS for a pension program. We have a hybrid work model; some travel will be required for this job. Visit www.wsipc.org for a full list of benefit offerings.

Apply Now!

What a great place to work! Apply now by submitting your resume to employment@wsipc.org

WSIPC is an EOE.

Must reside in the State of Washington.