

	<b>Student Assessment Data Specialist</b>	<p style="text-align: center;"><b>Classified Position</b></p> <p>Initial Date: September 18, 2017  Board Approval: September 19, 2017  Revision Date:  Personnel Commission: September 18, 2017  Range: 47  Reports to Site/Department Administrator</p>
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**DESCRIPTION OF BASIC FUNCTIONS AND RESPONSIBILITIES:**

Perform various complex and specialized statistical and clerical functions under the direction of the Director of Curriculum, Instruction and Assessment. Employees in this classification receive limited supervision within a broad framework of interconnected systems and procedures. This job class requires a high degree of positive contact with school site staff including administrators, teachers and classified staff. This job class requires extensive knowledge of computerized record keeping systems and methods and provide technical support to site faculty and staff and resolves issues related to online assessment and learning management systems.

**REPRESENTATIVE DUTIES:**

- Develop protocols and processes to generate student lists for intervention or enrichment and connect students with program resources as needed
- Establish and maintain district-wide intervention and enrichment needs list
- Coordinate assessment-related electronic services and supports for intervention and enrichment
- Innovate and coordinate with the School Linked Services Coordinator parallel systems for academic and social emotional multi-tiered systems to efficiently monitor and connect students with supports based on needs.
- Creating, monitoring, updating and transferring user accounts for a variety of digital student learning programs
- Work with the Information Technology Specialist to ensure timely rostering of students in online learning management systems and other networked instructional technologies
- Assist sites with operational implementation of assessments including rostering, student accommodations and the collection of results into the student information and other data systems
- Create and share routine data reports at the district, site and teacher level, including pulling reports from student learning and assessment programs used for intervention and enrichment to distribute in order to monitor students' progress
- Establish, maintain, update and research complex computerized and/or manual files, records and logs related to student assessments and program needs
- Serve as informational resource regarding student assessments, including those for intervention and enrichment, to school staff including teachers, clerical staff and administrators
- Train and assist digital systems users and add new users to ensure efficient operation and usage of student assessments and support programs
- Communicate with site staff, district office staff and administrators in a positive and professional manner
- Perform related duties as assigned

**KNOWLEDGE AND ABILITIES:**

- Ability to see and read, with or without vision aids; ability to hear and understand speech at normal levels; ability to communicate so others will clearly understand normal conversation and be able to follow both oral and written instructions independently
- Knowledge of correct English usage, grammar, spelling, punctuation and vocabulary
- Knowledge of mathematics to perform calculations and basic statistical computations with speed and accuracy

- Ability to perform a wide variety of highly responsible and complex clerical support functions with speed and accuracy
- Ability to learn, interpret and apply procedures and standards
- Ability to analyze situations and take appropriate action without immediate supervision
- Ability to operate standard office equipment
- Ability to establish and maintain effective working relationships with those contacted in the performance of required duties
- Ability to demonstrate sound and independent judgement in the interpretation, application or modification of existing methods and procedures
- Ability to present ideas and solutions in user-friendly language both verbally and in writing to staff
- Knowledge of advanced functions in Microsoft Word, Excel and PowerPoint as well as Google Docs, Sheets and Slides
- Ability to manage multiple projects on different time tracks at one time; flexibility to switch back and forth between complex long-term work and detailed short term work.
- Skill in analyzing barriers to the effective use of digital programs and applying appropriate solutions.
- Have a functional knowledge and ability to apply state and federal laws governing student data privacy.

### **WORKING CONDITIONS:**

#### ENVIRONMENTAL CONDITIONS:

- Primarily indoor office environment; subject to frequent interruptions

#### PHYSICAL DEMANDS:

- Sitting or standing for extended periods of time
- Seeing, hearing and speaking to exchange information in person or on the telephone
- Lifting, carrying, pushing/pulling or bending at the waist as assigned by position
- Dexterity of hands and fingers
- Moderate to high stress level

### **EDUCATION AND EXPERIENCE:**

- High school diploma or equivalent is required
- Two years of college or 5 years of experience in a position utilizing student information is required
- Typing of net 50 wpm, desired
- Bilingual ability, desired

### **LICENSES AND OTHER REQUIREMENTS:**

- May require a valid California Driver's License
- May require pre-employment physical examination

### **EMPLOYMENT STANDARDS:**

Dexterity and physical condition to maintain a rigorous work schedule and meet standards of physical and mental health. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions of the position. Individuals must maintain a professional attitude and appearance.