

JOB DESCRIPTION

San Diego County Office of Education

Coordinator, Data Assessment, Accountability, and Continuous Improvement

Purpose Statement

Under administrative direction the Coordinator, Data Assessment, Accountability, and Continuous Improvement is responsible for providing specialized technical assistance throughout San Diego County to support the development of data culture in districts and schools to improve student outcomes, data quality, data use, and program effectiveness and implementing and maintaining services within established guidelines and standards.

Diversity Statement

Because each person is born with inherent worth and dignity, and because equitable access and opportunity are essential to a just, educated society, SDCOE employee commitments include being respectful of differences and diverse perspectives, and being accountable for one's actions and the resulting impact.

Essential Functions

- Integrates data from multiple sources and file formats to develop, design, and prepare assessment, accountability, achievement, and demographic reports using modern data visualization tools and techniques.
- Provides leadership and technical assistance to county networks, collaborative work groups, school districts administrators, and school leaders related to data, assessment, and accountability.
- Accesses and analyzes data from multiple sources and file formats including but not limited to CALPADS, SIS, Data Management Systems, and Assessment Systems to assist districts with data review.
- Collects, maintains, organizes, formats, generates, analyzes, interprets, and applies reports.
- Uses technical knowledge to consult with county, district, and school administrators to solve sophisticated data problems.
- Conducts statistical data analysis and interprets and applies results to prepare periodic evaluation reports.
- Oversees the development of reports using rapid application report development techniques, including system database source names (DSN), Open Database Connectivity (ODBC), and MS SQL Server, to analyze the county's curriculum, instruction, and assessment needs related to local, state, and federal requirements.
- Collaborates to support the local implementation of California's System of Support model by supporting the data and analytic needs of continuous improvement efforts for locally identified LEAs and charter schools (e.g., Differentiated Assistance process, ESSA Comprehensive Support and Improvement (CSI), Improvement Networks, and LCAP development and review).

- Collaborates to support the implementation of California’s Multi-Tiered System of Supports (MTSS) by coordinating and assisting LEAs with data and analytics needs to address the needs of all students.
- Presents information to school district leaders and SDCOE (e.g., program offerings, funding status, participation levels, etc.) promoting and improving program, gaining feedback, sharing results and complying with established internal and external requirements and controls.
- Develops and implements professional development to districts and schools regarding assessment and accountability data collection and procedures.
- Prepares, outlines, and schedules report proposals to address required assessment and accountability reporting timelines and criteria.
- Prepares and delivers accurate and concise oral and written reports and presentations to a variety of audiences.
- Organizes and maintains record keeping systems/databases to ensure the high quality and accuracy of assessment and accountability data.
- Coordinates the planning and implementation of research studies and program evaluations to measure program effectiveness.
- Plans surveys and other data collection procedures in order to produce, analyze, interpret, and apply reports and/or presentations for districts and the county.
- Collaborates with SDCOE staff and grant partners to provide educational data leading to grant funding.
- Maintains a high level of confidentiality to ensure student data remains protected.

Other Functions

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.
- Travel as required (county and state)

Job Requirements: Minimum Qualifications

Knowledge and Abilities

KNOWLEDGE:

Advanced statistical methodologies;

Educational testing principles and practices, policies, regulations and procedures related to testing and evaluation;

Federal, state and local laws related to duties;

Student information system administration, data management systems, assessment systems; Relational databases;

Data formats used in conducting research;

Relationships of student performance and demographic data;

Research data entry procedures and formats;

Technical writing and data presentation;

Modern office practices, procedures and equipment;

Oral and written communication skills.

ABILITY:

Automate data processing;
Extract, integrate and upload various data to/from data sources;
Design and write reports and present report findings;
Communicate effectively both orally and in writing;
Establish and maintain an effective working relationship with staff, school district and county personnel, and other agency personnel;
Work independently and meet deadlines;
Maintain confidentiality;
Provide advisory services to school districts related to educational services;
Coordinate and conduct workshops and in-services;
Solve problems and analyze issues, create plans of action and reach solutions;
Utilize specific job-related equipment and software;
Read technical information;
Compose a variety of documents;
Facilitate group discussions;
Conduct, interpret and apply statistical analysis;
Analyze issues and create action plans;
Meet deadlines and schedules;
Work as part of a team;
Work with detailed information/data.

Working Environment

ENVIRONMENT:

Duties are typically performed in an office setting.

May be designated in an alternate work setting using computer-based equipment to perform duties.

PHYSICAL ABILITIES:

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling, and significant fine-finger dexterity. Generally, the job requires extended periods of time sitting, walking, and standing. The job is performed under minimal temperature variations. All requirements are subject to possible modification to reasonably accommodate individuals with a disability.

Education and Experience

Experience: Five (5) years of experience in data analysis, developing, and presenting professional level data reporting in research and evaluation. Experience with statistical software and application(s) in SPSS or Microsoft Excel; database software and applications in Microsoft SQL, Access, SQL Server Reporting Services, Tableau, or Microsoft Power BI is highly

desirable. Including experience conducting professional development activities in data analysis and data use.

Education: Bachelor's degree from an accredited university in information systems, computer science, management information systems, education, social science, or related field.

Equivalency: A combination of education and experience equivalent to a bachelor's degree in information systems, computer science, management information systems, education, social science, or related field and five (5) years of experience in data analysis, developing, and presenting professional level data reporting in research and evaluation. Experience with statistical software and application in SPSS or Microsoft Excel; database software and applications in Microsoft SQL, Access, SQL Server Reporting Services, Tableau, or Microsoft Power BI is highly desirable. Including experience conducting professional development activities in data analysis and data use.

Required Testing

Certificates, Licenses Credentials

Valid CA Driver's License

Continuing Educ./Training

Clearances

Criminal Justice Fingerprint/Background Clearance

Physical exam including drug screen

Tuberculosis Clearance

FLSA Status: Exempt

Salary Grade: Classified Management, Grade 045

Personnel Commission Approval: July 21, 2021

Revised: N/A