

**SAN JUAN UNIFIED SCHOOL DISTRICT  
JOB DESCRIPTION**



**Position Code:** TBD  
**Management Group:** SJAA  
**Salary Range:** 12  
**Work Calendar:** 01  
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**POSITION TITLE:** Coordinator, Data and Assessment

**DEFINITION:** Under general direction, this individual will coordinate data and assessment efforts related to state, federal, and local requirements; oversee database systems; provide technical assistance and support to district and school staff; data collection and organization related to the Local Control and Accountability Plan (LCAP) and School Plans for Student Achievement (SPSA); test administration related to implementing state and local assessments.

**DIRECTLY RESPONSIBLE TO:** Director, Continuous Improvement and Local Control and Accountability Plan

**SUPERVISION OVER:** Classified staff as assigned

**DUTIES AND RESPONSIBILITIES:** (Any one position found within this classification may or may not include all of the duties and responsibilities listed)

1. Coordinates assessment programs (district, state, federal) in collaboration with other department staff, including planning, communicating, training, implementing, maintaining security, and evaluating processes and procedures.
2. Prepares, organizes, and submits data for federal, state, and grant reporting.
3. Oversees district database systems for maintenance, validity, security, accessibility, and compatibility between database platforms.
4. Monitors, tracks, and reports district and school data in a clear and concise manner to a variety of audiences.
5. Collaborates with departments and school leaders to provide technology, data, and assessment support and consultation.
6. Provides technical expertise, information and assistance to district and school staff.
7. Works with staff to support districtwide continuous improvement planning.
8. Oversees the development of and revision to surveys; revise and updates existing data collection instruments and supporting documentation.
9. Conducts statistical analysis of testing information, surveys, and student performance information.
10. Assists with the preparation of reports and presentations of findings appropriate for a variety of internal and external audiences and purposes.
11. Participates in data and assessment planning.

12. Attends local and regional workshops on data, assessment, and related technology, and shares information with district staff.
13. Remain current on data and assessment legislation and make recommendations on how to improve data and assessment strategy.
14. Other duties as assigned.

## **QUALIFICATIONS:**

### Education and Experience:

Education equivalent to graduation from an accredited college or university with a degree in education, research-related field, data analytics or analysis, mathematics, statistics, public policy and administration, or assessment. Experience in state and local assessments, evaluating large data sets, statistical analysis, database management, and the public school system is desirable.

### Knowledge and Skills:

- Computer software applications and tools relevant to educational assessment/programs (e.g., Standard Query Language, Excel Advanced Functions, Microsoft Access, Illuminate Admin Tools, CALPADS, Civil Rights Data Collection)
- Assessment planning (e.g., CAASPP, ELPAC, Smarter Balanced)
- Ability to organize and present information accurately, identify inaccuracies, and communicate findings to others
- Data collection, reporting procedures, statistical analysis, and technical report writing
- Ability to work independently, collaborate, lead professional learning for diverse groups
- Planning and organization of time to accomplish tasks
- Oral and written communication skills
- Ability to establish priorities and meet deadlines
- Ability to maintain consistent, punctual and regular attendance
- Knowledge of interpersonal skills using tact, patience, and courtesy
- Knowledge of modern office practices and procedures, including filing systems
- Ability to understand and follow verbal and written instruction
- Ability to learn, interpret, explain and apply applicable federal, state and local laws, regulations, rules, codes, policies and procedures

## **WORKING CONDITIONS:**

### Work Environment:

- Indoor office environment
- Moderate noise

Physical Characteristics: (with or without the use of aids, consideration will be given to reasonable accommodation).

- Inspect documents and other written materials with fine print
- Communicate to exchange information both in person, in small groups, and/or on the telephone

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- Move about facilities to conduct work, including walking, sitting, standing or remaining in a stationary position for extended periods of time
- Physical, mental, and emotional stamina to endure long hours under sometimes stressful conditions
- Sufficient hearing to conduct in-person and telephone conversations
- Operate office equipment requiring repetitive hand movement and fine coordination

Other Characteristics:

- Ability to work additional hours and weekends on occasion
- Ability to attend Board of Education and other public meetings on occasion

This job description is not a complete statement of essential functions and responsibilities. The district retains the discretion to add or change typical duties of a position at any time.

Board Approved: TBD