

LYON COUNTY SCHOOL DISTRICT

PROFESSIONAL DEVELOPMENT DATA MANAGER

Job Group: Curriculum, Instruction and Assessment

Classification: Manager

Terms of Employment: Defined under Manager Employment Agreement (12 Months)

FLSA STATUS: EXEMPT

POSITION SUMMARY: As the Program Manager this position is responsible for staff training, data reporting, coordination with community partners, and management of all grant related professional learning activities. Travel is required. Additional duties include data collection and analysis and the development and implementation of professional learning directed towards district initiatives.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

This list of Essential Duties and Responsibilities is not exhaustive and may be supplemented.

1. Supervision and evaluation of Content Area Specialists and professional development staff
2. Designs, develops, and implements district wide comprehensive professional learning for all employees (Pre-K through 12th grade).
3. Provides regularly scheduled learning opportunities for principals and other administrators to foster organizational alignment and commitment to system-wide goals and initiatives
4. Facilitate and support the New Teacher Academy
5. Coordinates the capacity building and coaching of teacher leaders
6. Coordinate relevant grant project activities.
7. Collaborate and support professional staff regarding grant projects.
8. Prepare performance and other reports as required.
9. Use data to analyze instructional strategy use, program effectiveness, and teacher effectiveness.
10. Coordinate monitoring activities of various grants.
11. Provide or support Professional Development to all school staff in ELA, Math, Science, Social Studies, NEPF, technology, and other content areas.
12. Manage various Learning Management and Data Systems.
13. Data collection and assimilation for district, state and national tests
14. Other duties assigned.

POSITION EXPECTATIONS:

1. Ability to acquire research and review effective instructional strategies in all content areas.
2. Personnel leadership and supervision skills.
3. Ability to train and supervise personnel, and follow up to ensure effective implementation
4. Excellent written and oral communication skills as well as technical writing skills.
5. Provide professional learning opportunities that support District initiatives; plan and deliver professional learning in accordance with national professional learning standards
6. Ability to present ideas effectively, verbally and in writing; dealing constructively with conflict and developing consensus;
7. Train administrators on how to best support the data analysis and grant initiatives.
8. Ability to work cooperatively with professional administrative, certified and classified staff.
9. Mobility and stamina to maintain an active schedule, with frequent travel to each of the school sites within the district and meetings within and out of the district.

POSITION REQUIREMENTS:

Education and Training:

Three years of public school teaching experience.

Instructional coaching background and experience preferred.
 Master's Degree in Educational Leadership from an accredited institution preferred.

Licenses and Certifications: Must possess a teacher license issued by the Nevada Department of Education. NDE Administrator Endorsement preferred.

When applying for a certificated licensed position, candidates must meet the minimum qualifications as listed on the appropriate position vacancy announcement.

PHYSICAL AND MENTAL REQUIREMENTS:

The physical and mental requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of the job.

Strength, dexterity, coordination, and vision to use keyboard and video display terminal for prolonged periods. Strength and stamina to bend, stoop, sit, and stand for long periods of time. Dexterity and coordination to handle files and single pieces of paper; occasional lifting of files, stacks of paper or reports, references, student work, and other materials. Some reaching for items above and below waist and head level. Some reaching, bending, squatting, and stooping to access files, student work, and other items is necessary. The manual dexterity and cognitive ability to operate a personal computer and other educational technology (LCD projector, SmartBoard, iPads/Tablets, etc.) to enhance student learning. Involves hearing and speech to communicate in person or over the telephone. Light lifting (up to 25 pounds) may occasionally be required.

In compliance with applicable disability laws, reasonable accommodations may be provided for qualified individuals with a disability who require and request such accommodations. Incumbents and individuals who have been offered employment are encouraged to discuss potential accommodations with the employer.

WORKING CONDITIONS:

Work is performed under the following conditions: Exposure to climate controlled office/classroom settings to outside weather with temperatures ranging from mild/moderate to extreme cold/heat. May involve exposure to noise levels ranging from moderate to very loud on occasional to frequent time periods. May involve work in crowded environments. Travel is required.

Hazards: Office/classroom furniture, playground/office equipment, communicable diseases, chemicals (as related to specific assignment), and power/hand operated equipment and machinery (as related to specific assignment).

PHYSICAL CAPACITY REQUIREMENTS FOR POSITION

(Mark with an X, leave blank where not applicable)

<i>ESSENTIAL FUNCTION</i>	<i>LESS THAN 25% OF TIME</i>	<i>25% TO 49% OF TIME</i>	<i>50% TO 74% OF TIME</i>	<i>75% TO 100% OF TIME</i>
Sitting				X
Standing	X			
Walking	X			
Bending/Stooping/ Squatting/Twisting	X			
Crawling	X			
Kneeling	X			
Reaching above of body	X			
Reaching away from body	X			
Climbing Stairs	X			
Climbing while working (ladder, stools, roofs, poles)	X			
Balancing	X			

Lifting &/Or Carrying objects:				
50 Pounds or 1/3 Bodyweight	X			
Pushing	X			
Pulling	X			
Grasping/ Gripping	X			
Handling	X			
Applying Torque (arms)	X			
Fine Manipulation			X	
Repetitive Work			X	
Weight Bearings	X			
Typing, Keyboarding, or Entering Data			X	
Computer Monitor/ CRT	X		X	
Driving a Vehicle		X		
Working Alone		X		
Operating Machinery or Equipment:	X			
Heavy Equipment	X			
Vibrating Equipment	X			
Power Tools	X			
Machine/Electrical Hazards	X			
Ladders ≥ 6 Feet	X			
Personal Protective Equipment	X			
Respirator Use	X			
Work Conditions:				
High Noises	X			
Heights	X			
Confined Spaces	X			
Heat Stress	X			
Cold Stress	X			
UV Exposure	X			
Hazardous Chemical/Waste	X			
>8 Hrs Day				
Overtime/Irregular Hrs			X	
Senses:				
Eyes				
Visually Demanding Work			X	
Near Vision				
Far Vision				
Depth Perception				
Basic Color Discrimination				
Hearing Protection	X			
Speech Discrimination	X			
Audio Alarms	X			
Ability to Smell	X			

Equal Opportunity Employer

The Lyon County School District is an equal opportunity employer and will not knowingly discriminate in any area of employment. Those include discriminatory recruiting and hiring practices against any United States citizen or legal alien on the basis of race, color, creed, religion, sex, age, marital status, national or ethnic origin, disability, or any other protected class and shall extend to working conditions, training, promotion, and terms and conditions of employment.

Individuals with a disability who require reasonable accommodation(s) during any step of the screening process or who have questions about qualifications should notify a representative in Human Resources. Notification may be made in person, in writing, or by calling: (775) 463-6800.

I have read and understand this explanation and job description.

Employee Signature: _____ Date: _____

Administrator/Management Signature: _____ Date: _____