



# SPECIALIST

## DATA AND ASSESSMENT

### JOB DESCRIPTION

<b>JOB TITLE:</b>	Specialist Data and Assessment	<b>FLSA STATUS:</b>	Exempt
<b>REPORTS TO:</b>	Coordinator of Assessment, Insight and Analytics	<b>PAY GRADE:</b>	ADM-03
<b>LOCATION:</b>	Education Support Services	<b>DAYS:</b>	260
		<b>JOB ID &amp; DATE:</b>	ADM-40   May, 2023

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### JOB PURPOSE SUMMARY

Responsible for data extraction, verification, and management for student achievement, attendance, behavior, course and/or enrollment data, as well as conducting statistical analysis and producing data products in tabular and visual displays for internal planning and/or district-wide use. Collaborate with others to build-out and maintain a localized database or warehouse pulling data from different platforms. Lead role in data dictionary documentation, researching data anomalies and troubleshooting student level data across platforms. Responsible for managing local student information and assessment systems and completing state mandated data collections, as well as coordination of state and local assessments and online registration or enrollment.

### REQUIREMENTS

#### Education Level Details

Bachelor's degree with coursework in statistics, quantitative analysis, measurement assessment, research methods; or the equivalent in relevant work experience

Master's degree preferred

#### License / Certification Required

Colorado Principal License Preferred.

Colorado Teaching License in the Academic Field Required

#### Work Experience Required

3 years teaching experience

2 years Building Administrative Experience Preferred

Documented experience providing high quality professional development

#### Other Skills and Abilities Required

Deep understanding of what effective teaching looks like

Commitment to effective and rigorous instruction

Track record of successfully influencing and motivating teachers to action

Demonstrated ability to lead multiple high-profile and complex projects simultaneously

Collaborative team player, comfortable leading as well as executing projects as required

Excellent leadership, management, and organizational skills required

Excellent communication and interpersonal skills

Ability to exercise decision-making, strategy, work collaboration, data analysis, and report building

Flexible and able to multi-task within an ambiguous, fast-moving environment

## **FUNCTIONS, ESSENTIAL DUTIES AND RESPONSIBILITIES**

### Testing Coordination

- Oversee student test administration and coordination of all test logistics including: organization of materials, developing testing schedules, arranging Pre-ID answer documents (for any remaining paper/pencil assessments), train faculty on testing process, and maintain test security and fidelity
- Create and execute project plans to coordinate logistics of assessment administration and proactively communicate roles and responsibilities to leadership, faculty, and staff
- Develop and execute an annual testing calendar for all state mandated and district adopted assessments.

### Technical Support

- Provide ongoing technical support and training to faculty on use of educational software
- Collaborates with Information Systems staff to ensure availability of quality data and information to district stakeholders. a) Codevelops and continuously improves the design and implementation of effective data collection systems, including primary responsibility for ongoing data loads and quality assurance systems to ensure the accuracy of data capture and use. b) Oversees assessment and accountability-related data submissions to the state, including Student Biographical Data preparation

### Analytics and Reporting

- Collaborates with district stakeholders to provide an accurate and unbiased picture of district performance and growth.
- Ensures compliance with state accountability and accreditation requirements for school and district reporting and unified improvement planning, with specific supports to the District Accountability Committee and school accountability committees.
- Collaborates with district stakeholders to determine what information should be collected as indicators of educational performance, and how it should be reported and interpreted.
- Supports schools with the Request to Reconsider process when appropriate to seek a new rating or plan type from the State Board of Education.

### Planning and Administration

- Directs the development and maintenance of a system wide assessment and information plan, ensuring that reliable and valid assessments and other educational quality indicators are developed and used.
- Assists with the State and district testing programs, ensuring the training of school testing coordinators, the security and proper management of test materials, and the quality of the achievement data collected.
- Develops collection systems for required parental consents and excusals to ensure student data privacy is maintained and parent refusals are accurately reported to the state for

accountability purposes.

- Supervises the development, purchase, and/or processing of district assessment materials, including collection of answer documents, entry of scores, and reporting of results, to assure reliability and validity of results.
- Develops and maintains Adams 14 response protocol for appropriate actions following Student Alerts prompted by responses suggesting a situation which warrants investigation by the state.

#### Communication

- Establish and maintain a professional relationship and open communication with parents, students, colleagues, and community members.

#### Compliance

- Participate in staff development activities to improve job-related skills.
- Comply with state, district, and school regulations and policies.
- Compile, maintain, and file all reports, records, and other required documents.
- Attend administrative, Board of Education meetings, and other required events

#### Budget and Resource

- Project budgetary needs and plans for effective use of fiscal resources.
- Maintain accurate records in accordance with professional standards, state guidelines, and school system policy.
- Review processes for improvement opportunities and implement adjustments as needed to ensure quality results.

#### Policy, Reports, and Law

- Comply with policies established by federal and state law, State Board of Education rule, and local board policy.
- Comply with all district and campus routines and regulations.
- Perform other duties as assigned by the Superintendent of Schools.

### **SUPERVISORY RESPONSIBILITIES**

None

### **PHYSICAL REQUIREMENTS/WORKING CONDITIONS**

The physical demands, work environment factors and mental functions described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job.

**Physical Demands:** While performing the duties of this job, the employee is occasionally required to stand, climb or balance, stoop, kneel, crouch, or crawl. The employee must regularly lift and/or move up to 40 pounds.

**Work Environment:** While performing the duties of this job, the employee will work primarily in a usual office or school environment. The position may require the employee to work some evenings and weekends. The individual must be able to work remotely in the event of a district shut-down or other situation.

**Mental Functions:** May work prolonged or irregular hours and must be able to maintain control under stress. While performing the duties of this job, the employee is regularly required to communicate, compare, analyze, coordinate, instruct, evaluate, and use interpersonal skills. Occasionally required to compile, copy, compute and negotiate.

Employee Printed Name: \_\_\_\_\_

Employee ID Number: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_