



## Job Description

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<b>POSITION TITLE:</b>	<b>Coordinator II, Data Analytics Continuous Improvement and Support Educational Services</b>	<b>#6174</b>
<b>SALARY PLACEMENT:</b>	<b>Management Salary Schedule Range 12</b>	

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### **MINIMUM QUALIFICATIONS – EDUCATION, TRAINING AND/OR EXPERIENCE:**

Possess a Bachelor of Arts Degree in a related field. Experience working in a school district, county office of education or public education related organization.

### **DESIRABLE QUALIFICATIONS – EDUCATION, TRAINING AND/OR EXPERIENCE:**

Three years experience working in a school district or county office of education. Three years of increasingly responsible experience in data analysis with the ability to make instructional systematic decisions, providing professional development on data analysis, managing data administration or program evaluation. Leadership experience in data analysis or data administration. Experience with using data to inform district or school level planning is highly desirable. Experience with continuous improvement cycles and professional development is highly desirable.

### **KNOWLEDGE, SKILLS AND ABILITIES:**

Possess leadership skills in planning, setting agendas, and coordinating/conducting meetings/trainings. Ability to operate a computer and knowledge of assigned software. Knowledge of program evaluation and data collection. Ability to be flexible based on program needs. Ability to create and follow policies and procedures. Possess a valid California driver's license and proof of liability insurance coverage in the minimum amount required by SJCOE policy; insurable by the SJCOE carrier. Must furnish own transportation as required to fulfill job duties.

### **CREDENTIALS AND/OR UNIQUE SKILLS AND ABILITIES:**

Ability to analyze and interpret data and generate reports. Ability to lead data teams in the evaluation of data from multiple educational sources to impact instruction for all students. Use data to support the Continuous Improvement and Support team's work with districts. Effectively use data processing, analysis, and visualization technologies. Translate complex data and analysis results into clear, engaging, and actionable reports or presentations. Knowledge of the State and Federal educational accountability systems and current California student assessment programs. Understand and interpret State and local data. Ability to be flexible and receptive to change.

### **DISTINGUISHING CHARACTERISTICS:**

The Coordinator series represents advanced management positions and has four levels.

### **SUMMARY OF POSITION:**

Under the direction of the Assistant Superintendent for Educational Services and the Director of Continuous Improvement and Support, this position will compile data and create comprehensive reports for districts/schools within San Joaquin County. This position will serve as a resource for the county office of education, schools and districts in the areas of data analysis and data driven decision-making. This position will also support districts and schools with evaluating the effectiveness of programs. The position will work with districts and schools on the implementation and development of district and school plans as needed. Performs related work as required.

### **ESSENTIAL FUNCTIONS:**

Essential functions may include, but are not limited to:

1. Work effectively with school districts, community organizations, government agencies, parents, students, and/or staff.
2. Maintain confidentiality on issues concerning program and staff.
3. Supervise and evaluate staff.
4. Participate, coordinate, or conduct a variety of meetings, staff developments, committees, trainings, workshops, and/or conferences in order to present materials and information concerning department programs, services, operations, and activities; represent the SJCOE at local, regional, and state meetings, conferences, in-services, boards, councils, and events.
5. Maintain current knowledge and interpret applicable rules, regulations, policies, procedures, contracts, State and Federal laws, codes and regulations.
6. Communicate effectively both orally and in writing.
7. Analyze situations accurately and adopt an effective course of action.
8. Establish and maintain cooperative and effective working relationships with others.
9. Work independently with little direction.
10. Meet schedules and timelines.
11. Prepare reports as needed.
12. Oversee and manage budgets.
13. Analyze a variety of school and student assessment data to identify strengths and challenges in key areas affecting student achievement.
14. Access and analyze 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.
15. Develop, design and prepare achievement and demographic reports using modern data visualization tools and techniques.
16. Provide technical assistance to county networks and collaborative work groups related to data.
17. Prepare and deliver accurate and concise oral and written reports and presentations to a variety of audiences.
18. Collaborate with SJCOE staff and grant partners to provide educational data.
19. Direct data collection and Memorandums of Understanding throughout San Joaquin County.
20. Coordinate and facilitate trainings both on and off site as necessary.
21. Assist administrators and teachers with analyzing and interpreting related data.
22. Respond to administrative, program, state and federal, and other related inquires.
23. Perform all other duties as assigned.

**PHYSICAL REQUIREMENTS:**

Employees in this position must have the ability to:

1. Sit for extended periods of time.
2. Enter data into a computer terminal/typewriter, operate standard office equipment, and use a telephone.
3. See and read a computer screen and printed matter with or without vision aids.
4. Hear and understand speech at normal levels and on the telephone.
5. Speak so that others may understand at normal levels and on the telephone.
6. Stand, walk, and bend over, reach overhead, grasp, push, pull and move, lift and/or carry up to 25 pounds to waist height.

**WORK ENVIRONMENT:**

Employees in this position will be required to work indoors in a standard office environment and come in direct contact with SJCOE staff, district office staff, and the public.

