

COORDINATOR, EDUCATIONAL DATA

Reports to: Director, School and District Support
Division: Curriculum & Instruction

Our ideal candidate

You are able to master complex information systems and are adept at presenting the data extracted from them. You are an effective leader who works with considerable independence and close attention to detail. You are an effective communicator and take pride in providing exceptional training and outstanding service. You are committed to excellence in providing the best service possible to school districts and other stakeholders.

General description

Under general direction, provide specialized technical assistance to support districts and schools throughout Santa Barbara County in understanding and analyzing data in order to improve data quality and use, student outcomes, and program effectiveness.

Specific duties and responsibilities

- Coordinate and provide leadership and technical assistance for county networks, collaborative work groups, school district administrators, and school leaders related to data, assessment, and accountability.
- Develop, design, and prepare assessment, accountability, achievement, and demographic reports by integrating data from multiple sources and file formats and using modern data visualization tools and techniques.
- Assist districts with data review by accessing and analyzing data from multiple sources and file formats including, but not limited to: CALPADS, student information systems, data management systems, and assessment systems.
- Provide technical expertise to county, district, and school administrators to solve sophisticated data problems.
- Conduct statistical data analysis and interpret and apply results to prepare periodic evaluation reports.
- Create reports using rapid application report development techniques to analyze the county's curriculum, instruction, and assessment needs related to local, state, and federal requirements.
- Support the data and analytic needs of continuous improvement efforts for local educational agencies and charter schools as part of the local implementation of California's System of Support model.
- Collaborate to support the implementation of site- and district-based Multi-Tiered System of Supports (MTSS) by coordinating and assisting local educational agencies with data and analytics needs to address the needs of all students.
- Present information to school district leaders and SBCEO program administrators related to data, evaluation, assessment, accountability, achievement, and other relevant data sources.

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- Develop and deliver professional development to districts and schools regarding assessment and accountability data collection and procedures.
- Prepare, outline, and schedule report proposals to address required assessment and accountability reporting timelines and criteria.
- Prepare and deliver oral reports and presentations to a variety of audiences.
- Organize and maintain record keeping systems and databases to ensure quality and accuracy of assessment and accountability data.
- Coordinate the planning and implementation of research studies and program evaluations to measure program effectiveness.
- Plan surveys and other data collection procedures in order to produce, analyze, interpret, and apply reports and/or presentations for districts and SBCEO.
- Collaborate with SBCEO staff and grant partners to provide educational data for grant application and grant reporting.
- Establish and maintain data security procedures to ensure the confidentiality of student data.
- Perform other related duties as assigned.

Requirements

A typical way to qualify for this classification would be:

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

Additional coursework or an advanced degree in one or more of these fields is preferred.

Experience: Five years of experience that included at least two of the following in an educational setting: data analysis, data reporting, research and evaluation, and conducting professional development activities in data analysis and data use. Experience with public school assessment and accountability is preferred.

Equivalent combinations of training, education, and experience that provide the required knowledge and abilities will also be considered.

Experience with commonly used statistical and spreadsheet software and applications, and data visualization and business intelligence tools and platforms. Experience with database management is highly desirable.

Knowledge of:

- Advanced statistical methodologies
- Principles and practices of educational testing

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- Policies, regulations, and procedures related to educational testing and evaluation
- Federal, state and local laws related to assessment and educational data privacy
- Student information system use and administration
- Data management systems
- Assessment systems
- Modern data visualization tools and techniques
- Research methods
- Methods and practices of data presentation
- Data analytics applications
- Principles and practices of staff development and training
- Modern office practices, procedures and equipment
- Standard office productivity software applications, including word processing, spreadsheet, and presentation programs
- Standard English usage, grammar, spelling, punctuation, and vocabulary
- Report writing practices

Knowledge of CALPADS, TOMS, and student information systems used by school districts is desirable.

Ability to:

- Learn County Education Office organization, operations, policies and objectives
- Learn federal and state data collection procedures
- Automate data processing, including the use of rapid application development tools and simple coding
- Navigate and interface with a variety of school and district data systems
- Conduct queries and extract data from data systems and files
- Extract, integrate and upload a variety of data to and from data sources
- Plan and organize the work of self and others to meet deadlines and schedules
- Initiate, plan, and execute projects
- Compose a variety of written documents, including narrative and statistical reports
- Communicate clearly and concisely both orally and in writing
- Make effective presentations to a wide range of audiences
- Establish and maintain cooperative and professional working relationships with SBCEO colleagues, school district staff, and others encountered in the course of work
- Work independently and as part of a team
- Coordinate work of district or SBCEO partners over whom one has no supervisory authority

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- Represent department and SBCEO effectively with internal and external contacts
- Maintain confidentiality of data
- Gather and analyze data, reach sound conclusions, and determine an appropriate course of action
- Read, interpret, and apply technical information
- Facilitate group discussions
- Work with speed and accuracy
- Conduct statistical analysis
- Operate a computer and other office equipment and use related software programs

Licenses and certificates

Possession of a valid California Class C driver's license and the use of a dependable automobile are required. These requirements may be waived if the incumbent is able to perform their duties efficiently using alternative means of transportation.

Working conditions

A position in this classification is considered generally sedentary. Most work is performed while sitting at a desk and usually involves extensive use of computers, telephones, and other office equipment. Strenuous physical activity - such as lifting and carrying heavy objects, crawling, or stooping - is not generally associated with this position. This position is not typically exposed to significant safety hazards.

Frequent local travel within Santa Barbara County to a variety of locations is required. Occasional overnight, out-of-county travel is required. Occasional attendance at evening and weekend meetings and events is also required.

Management salary range 26

Approved by the Personnel Commission:

April 24, 2025