



5301 Monona Drive, Monona, WI 53716 P: 608-221-7660 F: 608-221-7688

Position Description

Position Title:	Data and Assessment Specialist
Department / Location:	Teaching & Learning / District Office
Reports to:	Director of Teaching & Learning
Employees Supervised:	None
Classification:	12-month
Status:	Non-Exempt
Created / Revised:	July 2025
Board Approved:	

Position Summary

The Data and Assessment Specialist reports to the Director of Instruction. The primary role of this position is to maintain and improve data management systems, facilitate access to data and reports, and support yearly local and state assessment implementation and state reporting requirements.

Essential Functions and Responsibilities

This position description is not intended to be an exhaustive list of all duties, knowledge or skills associated with this position, but is intended to accurately reflect the essential job elements. Any combination of the job functions shown below may be performed.

Essential Functions

1. Collect, compile, and report data from multiple data sources, primarily student achievement data, assessment data, course data, and demographic data.
2. Query data, including creating custom queries, to address specific informational requests at the direction of the Director of Instruction or other district staff.
3. Support the Director of Instruction and District staff in the development of reports from custom student data extractions to meet state, local, and federal reporting requirements including CTE and Roster Reporting and Civil Rights Report.
4. Create, manage, and maintain databases for longitudinal examinations of District data.
5. Provide technical assistance on retrieval of student data.
6. Provide technical assistance to school and district office personnel in use of operational systems or data warehouse tools and statistical analysis to gather data

for district reports.

7. Assist with assessment coordination for the district. Respond to questions and inquiries regarding assessment platforms and assist with troubleshooting.
8. Input, file and accurately track assessment data.
9. Appropriately maintain and secure confidential records and inquiries.
10. Co-manage summer school planning, registration, scheduling, and reporting along with the Administrative Assistant to the Director of Instruction and the Director of Instruction.
11. Support district personnel with the use of Qualtrics, Wisedash Public and Secure, and our local data dashboard as requested.
12. Manage, within, Infinite Campus, aspects related to Curriculum and Instruction, such as grading, scheduling and assessment.
13. Serve as overall SIS backup to district registrar.
14. Assist with coordination of training as needed for schools' yearly scheduling roll over.
15. Assist sites with local, state, and federal assessments, including assessment requirements, timelines, test security, and communication of assessment results.
16. Attend work regularly.
17. Perform other duties as assigned.

Knowledge, Skills and Abilities

1. Knowledge of assessment, data analysis, and accountability systems.
2. Knowledge of relational databases theory and design.
3. Proficient in the use of Access, Excel, and SQL programming.
4. Ability to establish and maintain effective relationships with staff and public.

Working Conditions

1. Indoor office environment.
2. School environment.

Physical Requirements

1. The person in this position needs to be able to move about the office.
2. Must be able to remain in a stationary position 50% of the time.
3. Must be able to operate a computer and other office productivity machinery, such as a copy machine and computer printer.
4. Must be able to converse with administrators and staff and must be able to exchange accurate information with such individuals.
5. Must be able to review data in an electronic format.

Education and Experience

1. Associate degree or equivalent from two-year college or technical school preferred.
2. Experience manipulating large relational databases.

EEO Statement

The MGSD does not discriminate on the basis of age, race, sex or sexual orientation, marital status, handicap, national origin, creed, arrest or conviction record, ancestry, member of military reserve, or any other reason prohibited by state or federal law.

Acknowledgement

By signing this job description, I acknowledge that I have read and understand the duties, qualifications and requirements of the position. My signature further attests that I am able to perform the essential functions of this position with or without a reasonable accommodation.

I understand that this job description does not represent a contract of employment and that the Monona Grove School District reserves the right to change duties, responsibilities or activities with or without notice.

Employee Signature

Date Signed

Disclaimer: This position description is subject to change at any time.