

MERCED CITY SCHOOL DISTRICT

CLASS TITLE: Education Data Manager

BASIC FUNCTION:

Under the direction of the Assistant Superintendent of Educational Services, this assignment involves management level responsibility of the implementation and maintenance of student/staff data systems for providing resources and assistance to Merced City School District in the organization of assessment and other school and student data, use of automated data retrieval systems and other activities related to data driven decision making.

REPRESENTATIVE DUTIES:

- Assist the Superintendent, Assistant Superintendents and Directors in implementing and maintaining professional learning programs for teachers to effectively use technology learnings systems such as: Aeries.Net, iReady, TOMS/OARS, SEIS, CBEDS and CALPADS and other local data systems.
- Ensure District's CALPADS data submissions are accurate and timely.
- Develop and document procedures and system to ensure accurate CALPADS submissions.
- Assist in the support of systems and projects as directed by Cabinet.
- Be accountable for the integrity of district information and data.
- Be responsible for and provide oversight for the preparation of files for electronic submission of data to various state agencies.
- Create custom data reports within a proprietary software platform to aid teachers in evaluating student learning and effectiveness.
- Query, organize and present data reports/records using lay language and in a manner that assists in the evaluation of program effectiveness as it relates to District initiatives and strategic plan implementation to various audiences.
- Provides assistance to the Merced City School District in the collection, interpretation of data (including but not limited to CA Dept. of Education state assessment data, student information system and student achievement/assessment system) for the purpose of school and student achievement.
- Keeps current and acts as a resource on laws and pending legislation in the areas of assessment, testing, accountability and student data/records.
- Provides staff development opportunities for administrators and others in the use and application of student/program data to improve student and program performance.
- Construct and provide models of analysis for national, state and local student performance measures.
- Plans, organizes and implements long and short term projects which provide support to improvement of the district using data reporting from various reporting departments through research, evaluation and assessment.
- Support and train Professional Learning Community (PLC) liaisons and other appropriate staff in analyzing common assessments and other relevant district/student achievement data using appropriate technology tools.
- Collaborate with PLC liaisons, and site administrators to provide support as needed or requested.

- Provide technical support to site users and District system users.
- Supervise appropriate classified staff as assigned.
- Perform related duties as assigned.
- Maintain punctual and consistent attendance.

MINIMUM QUALIFICATIONS:

KNOWLEDGE, SKILLS and ABILITIES:

Detailed understanding of learning management and student information systems commonly used in K12 public education and current emerging California public education standards;

Working knowledge of student assessment methodology;

Understanding CalPads/CBEDS reporting requirements and reporting protocols

Proficiency in MS Excel, AERIES;

Communicate effectively both orally and in writing;

Establish and maintain cooperative and effective working relationships with others;

Maintain records and prepare reports;

Maintain current knowledge of program rules, regulations, requirements and restrictions;

Analyze situations accurately and adopt an effective course of action;

Plan and organize work.

EDUCATION AND EXPERIENCE:

Any combination equivalent to a bachelor's degree, management, and/or work experience, any extended job experience or applicable coursework a plus.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment.

PHYSICAL ABILITIES:

Dexterity of hands and fingers to operate office equipment; hearing and speaking to exchange information in person or on the telephone; seeing to proofread documents and typing assignments; sitting for extended periods of time.

This position complies with the rules and regulations of the Americans with Disabilities Act (ADA).

Legal Reference: California Education Code Sections 45103, 45109
Policy Adopted: April 5, 2016