MERRIMACK SCHOOL DISTRICT
ROLE DESCRIPTION

TITLE: Student Data Collection Specialist

Job Goal: The Student Data Collection Specialist will collect and consolidate data to identify areas of learning loss in students K-12. The Specialist will report to the Language Arts Coordinators, collaborate with administrators and educators to analyze data at multiple levels and identify areas for student growth in key academic areas.

QUALIFICATIONS:

- High school diploma or equivalent, associate degree preferred
- Proficient in Microsoft Office Suite, in particular working with Excel.
- Experience in a school setting preferred
- Ability to communicate clearly and effectively
- Strong collaboration and analytical skills

REPORTS TO:

Language Arts Coordinator

PERFORMANCE RESPONSIBILITIES:

- Obtain benchmark scores (STAR, F&P, Writing, etc.) to determine the critically underperforming students
- Administer or collect STAR to track student performance
- Cross walk and triangulate data points
- Track student supports and progress
- Analyze data and create data statements and graphs for school-wide, grade-level and by class and student
- Help guide instructional interventions as deemed by LA Coordinator and PLT teams
- Provide all other supports as required by Coordinator
- Aware of legal restrictions regarding student data under FERPA
- Demonstrate positive work habits by showing initiative, cooperation, dependability, efficiency, and productivity
- Demonstrate responsible behavior regarding attendance and work schedule.
- Perform in a professional manner when interacting with students, parents, administration, and co-workers
- Follow the guidelines of confidentiality as established by the school district
- Attend and participate in relevant training sessions, meetings and professional growth activities as requested and/or required
- Perform other reasonable duties as requested by the Coordinator or Building Administrators

PHYSICAL REQUIREMENTS:

- Standing – Occasional
- Walking – Occasional
- Sitting – Frequent
- Lifting – Frequent to Occasional
- Bending/stooping – Frequent to Occasional

TERMS OF EMPLOYMENT:

At-will position, paid hourly

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