CURRICULUM, DATA AND ASSESSMENT TECHNICIAN

Purpose Statement

The Curriculum, Data and Assessment Technician provides support in implementing, monitoring, and sustaining a comprehensive student data and assessment system that connects assessment to instruction and facilitates the use of assessment results to target instruction and intervention; oversees the attainment, management, and distribution of District Instructional Materials (print and online.) and performs various other clerical duties where needed in support of the on-going operations of the Educational Services Department and the District.

Essential Functions

- Supports the development and implementation of a comprehensive assessment system
- Develops the framework and yearly calendar to efficiently guide assessment development
- Gathers and analyzes data for the planning of the assessment system including grades, and reporting
- Supports professional development for staff and administrators
- Uses technology to efficiently utilize assessment analysis, collection, development, and implementation
- Supports the integration of formative assessment practices in schools and individual classrooms
- Supports the training of school teams in order to inform practice at the building level
- Supports the communication of assessment progress, needs, and changes to all stakeholders in the district
- Supports and implements best practices in data quality, analysis, and reporting
- Supports the coordination of state and local assessments
- Supports the development of assessments in the district
- Reviews instructional material orders from schools and confirms availability, price, delivery dates, and other pertinent information
- Monitors the instructional materials budget for the District; orders and accounts for all instructional materials; contacts vendors to obtain quotes; reports shortages, needs, and other problems to the appropriate staff; enters requisitions and process purchase orders for instructional materials following the District's policies and procedures; reconciles open purchase orders to ensure processing of payments
- Resolves inaccurate, deficient, or late orders and inoperable codes with vendors
- Maintains appropriate records of receipts and vendor invoices
- Maintains records of publishing vendors and current price lists and current district-adopted materials
- Maintains the database for District online instructional material codes and works in conjunction with District and School staff to communicate online materials registration/distribution processes
- Supports and collaborates with Librarians and Library Technicians to manage instructional materials and resources
- Maintains district instructional materials database; maintains a safe and organized instructional materials storage room
- Ensures compliance with current state and district policies and regulations concerning primary job functions
- Works with department staff to support the on-going operations of the department and school district
- Performs other related duties as assigned

Job Requirements & Skills

SKILLS are required to perform multiple, technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skills required to satisfactorily perform the functions of the job include: applying pertinent codes, policies, regulations and/or laws. Communicating with diverse groups; operation of standard office equipment including utilizing pertinent software applications; and preparing and maintaining accurate records. Effectively use (or have the ability to learn) software such as Google, Microsoft Word, Excel, financial systems, and web-based data management systems. Light bookkeeping includes such as reconciliation, account balance, and reporting, proofreading, collecting, tabulating, and evaluating data, necessary mathematical calculations, data entry, and detailed numerical/clerical work and processing a high volume of transactions, excellent customer service techniques in a fast, friendly, and flexible manner. Ability to assist with usual routines and practices associated with

a busy, productive office/department. Must have strong communication and organizational skills. Must have the ability to problem-solve in complex situations

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read technical information, compose a variety of documents, and/or facilitate group discussions; and solve practical problems; inventory, accounting and ordering, and accounts payable processes; knowledge related to data analysis and navigating different applications and platforms. Specific knowledge is required to satisfactorily perform the functions of the job includes: business telephone etiquette and office methods and practices.

ABILITY is required to organize tasks and prioritize assignments independently to meet specific deadlines, maintain the confidentiality of privileged and sensitive information, follow district policies and procedures, maintain professional behavior, appearance, and work ethic to represent the school district positively at all times, communicate effectively with tact and diplomacy, provide a high level of customer service to district staff, parents, and vendors, function as a positive and contributing team member, independently navigate educational software, and problem solve; to schedule a number of activities, meetings, and/or events; gather, collate, and/or classify data; and consider a number of factors when using equipment. Flexibility is required to independently work with others in a wide variety of circumstances; work with data utilizing defined and similar processes; and operates equipment using standardized methods. Ability is also required to work with a diversity of individuals and/or groups; work with a variety of data; and utilize specific, job-related equipment. Problem solving with data requires independent interpretation of guidelines; and problem solving with equipment is limited to moderate.

Responsibility
Responsibilities include: working independently under broad organizational guidelines to achieve unit objectives; managing multiple departments; and determining the use of funds. Utilization of significant resources from other work units is routinely required to perform the job's functions. There is a continual opportunity to significantly impact the organization's services.

Work Environment
The usual and customary methods of performing the job's functions require the following physical demands: Sitting for extended periods of time, occasional lifting, carrying, pushing, and/or pulling; some climbing and balancing; some stooping, kneeling, crouching, and/or crawling, significant fine finger dexterity, hearing and speaking to exchange information and make presentations. The job is performed under some temperature extremes and some hazardous conditions. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Experience
Job related experience with increasing levels of responsibility

Education
High School Diploma

Required Testing
Successful Completion of Pre-Employment Process

Additional Qualifications
Ability to travel to other sites/locations

Continuing Education/ Training
Training attendance at workshops as appropriate

Certificates & Licenses
None Specified

Clearances
DOJ/FBI Fingerprint Clearance
TB Clearance

Supervision
Executive Director of Educational Services

Salary Grade
Classified Range 24

Work Year
227 Days