

## **Ontario–Montclair School District**

### **CLASS SPECIFICATION Data-Media Assistant**

#### **GENERAL PURPOSE**

Under general supervision, administers multiple individual and group formative and summative tests; scores, creates and maintains related electronic and paper based records and reports; provides support to staff, students, and parents in all aspects of the use of data and media; and performs related duties as assigned.

#### **DISTINGUISHING CHARACTERISTICS**

Data-Media Assistant follows District guidelines with all site data and media needs and is responsible for all facets of student data: including but not limited to collection, dissemination, and maintenance. The incumbent assists in maintaining all materials, equipment and supplies to support site based media needs.

#### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class. There will typically be an assigned schedule for these duties.

1. Coordinates and facilitates the use of site media to provide targeted intervention, support and enrichment based on student data results.
2. Coordinates administration of student data collection; maintains and accounts for testing materials and forms; utilizes technology and media to collect, store, and disseminate data results.
3. Administers various individual and group formative and summative tests, such as: CELDT, for the purpose of classroom grouping and placement; explains testing procedures to students; scores tests and explains and interprets test scores for students; coordinates testing schedules; uploads student data results into district database; support STAR testing administration.
4. Compiles and disseminates student statistical data; generates statistical, summary and comparative student reports and analyses for students, staff, administration, and parents.
5. Assists with and coordinates administration of student testing; assists in answering questions by faculty regarding testing processes and procedural requirements; maintains and accounts for testing materials and forms
6. Provides support in the use of Microsoft Office, web based resources, Smart technology, etc., to administrators, teachers, students and parents; oversees the use and maintenance of all site based media.
7. Installs, relocates, configures and tags media equipment for inventory and other purposes; establishes and configures connectivity for site-based media to the District network, diagnoses and troubleshoots site-based media; perform preventive maintenance, replace components and perform other minor maintenance and repair.
8. Interviews and consults with administrators and other school site staff to identify site based media needs; contacts vendors and researches, analyzes and evaluates media equipment.

## **OTHER DUTIES**

1. Attends meetings and professional development regarding media and data, monitors and reviews new resources within the scope of media and data.
2. Attends meetings and conferences to assist with student academic assessment for students, staff and parents.
3. Prepares various reports, as required.
4. Assists with textbooks.

## **QUALIFICATIONS**

### **Knowledge of:**

1. Relationship between student needs based on data and media options for intervention and enrichment.
2. Basic test practices, procedures and guidelines.
3. Correct English usage, including spelling, grammar and punctuation.
4. Methods and techniques for the installation, configuration, usage and troubleshooting of various site based media components.
5. Basic office methods and practices, including electronic and paper based record keeping.
6. Knowledge of Excel or similar computer software

### **Ability to:**

1. Administers various individual and group formative and summative tests, such as: CELDT, in full compliance with detailed procedures and state requirements.
2. Organize and maintain electronic and paper confidential and non-confidential student records and files.
3. Communicate clearly and effectively, orally and in writing
4. Install, relocate, configure, troubleshoot and operate media equipment.
5. Obtain accurate and complete information from staff, in person, by telephone, and by email to identify their needs and problems and develop responses and solutions.
6. Follow and apply written and oral work instructions.
7. Communicate effectively, orally and in writing.
8. Set priorities and work independently without the need for more than minimum supervision.
9. Make sound independent judgments within established guidelines.
10. Establish and maintain highly effective customer-focused working relationships with administrators, teachers, students, parents and others encountered in the course of work.
11. Disaggregation of assessment data and the ability to display data in a variety of formats
12. Type accurately at 40 WPM.

**Education, Training and Experience:**

The applicant must have one of the following: Associates degree (or higher) from an accredited institution of higher learning, *or* 48 semester transferable units and a High School diploma/GED *or* successfully completed a Ontario-Montclair School District approved test ie (CODESP, or CBEST) and High School diploma/GED.

In addition, a minimum of one year of increasingly responsible experience in media support; or some combination of education, training and experience that produces the requisite knowledge and ability. Experience in a public agency is preferred.

**Licenses; Certificates; Special Requirements:**

A valid California Class C driver's license, a good driving record and the ability to maintain insurability under the District's vehicle insurance policy.

Upon acceptance of the District's offer of employment, new hires may be required to complete a baseline physical examination prior to the first day of employment.

**PHYSICAL AND MENTAL DEMANDS**

The physical and mental demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Physical Demands**

While performing the duties of this class, employees are regularly required to sit; talk or hear, in person and by telephone; use hands repetitively to finger, handle, feel or operate standard office equipment; and reach with hands and arms. Employees are regularly required to walk and stand; lift up to 25 pounds; and periodically lift up to 35 pounds.

Specific vision abilities required by this job include close vision and the ability to adjust focus.

**Mental Demands**

While performing the duties of this class, employees are regularly required to use written and oral communication skills; read and interpret data, information and documents; analyze and solve problems; use match and mathematical reasoning; observe and interpret people and situations; learn and apply new information or skills; perform highly detailed work; work on multiple, concurrent work with frequent interruptions; work under intensive deadlines; and interact with District administration, faculty, staff, parents, students and others encountered in the course of work.

**WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Employees work under typical office conditions, and the noise level is usually quiet.