

MERIDIAN SCHOOL DISTRICT

JOB DESCRIPTION

DATA AND ASSESSMENT SPECIALIST

JOB SUMMARY

The Data and Assessment Specialist position, under the direction of the Director of Technology & the Director of Teaching and Learning, is responsible for the coordination and maintenance of all items and reports pertaining to state district assessments, with the goal of improving student achievement. The Data and Assessment Specialist will provide support to the District Educational Leadership Team (ELT), Departmental Directors and Teacher-Leaders, as it relates to districts assessment data.

Employees may be transferred or reassigned to other Data and Assessment Specialist positions or locations, depending upon the needs of the district. This position is represented by the Meridian Classified Employees Association (MCEA) and is in the Technology classification.

MINIMUM QUALIFICATIONS

Education and Experience

High school graduation or equivalent and office experience, including records maintenance and customer service; experience dealing with school-aged children preferred.

Ability to communicate effectively

Skill in listening and eliciting information

Skill in problem resolution

Ability to troubleshoot problems

Ability to organize and prioritize work

General knowledge of personal computers and a variety of software packages

Ability to meet deadlines and work independently

Skill in detecting errors and verifying data

Ability to establish and maintain effective working relationships with staff, vendors and outside agencies

Allowable Substitutions

Training in office procedures and one year's experience of increasing responsibility in an office setting.

Preferred Qualifications

Demonstrated skill in Microsoft Office Suite.

Licenses/Special Requirements

Satisfactory background clearance results (fingerprinting required); proof of ability to work in the United States; depending on assignment, valid Washington State driver's license, CPR & first aid cards may be required.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Depending upon the individual assignment, the Data and Assessment Specialist performs all or a combination of the following duties:

1. Research and provide Formative and Summative Assessment Data; District and State Data, Assessment Results, Interpretation of Assessment Results.
2. Assist the appropriate Director and/or Administrator in portions of District work to disaggregate data as needed and create data reports to share with stakeholders.
3. Work daily with teachers and administrators to educate all staff members on the understanding of data and the relationship to instruction (TPEP).
4. Help teachers and staff understand and embed the continued need for ongoing student assessment, provide Professional Development in 'data-driven' and 'research-based' instruction, have 'data-driven dialogues'.
5. Provide Assessment Data and Reports as needed.
6. Thorough working knowledge of large-scale assessment systems, including data systems, test security, SIS (Student Information Systems), EDS (Educational Data Systems), Homeroom, K12 Alerts and provide analytical and technical support on these systems.

7. Data Collection, Statistical Analysis and Reporting; responding to requests and questions from the District Office and school staff, assisting with data management projects.
8. Coordinate and lead the development of data extraction and reporting to support program leads making informed decisions and monitoring progress. Collaborate with program leads to define needs; work with district personnel, NWRDC (Northwest Regional Data Center) and OSPI staff, and other external contacts to identify data resources; and develop report templates that are formatted in accordance with instructional leadership needs.
9. Ensure clear understanding of continuous improvement goals and performance data needs and suggest additional reports, as appropriate. Create data extraction requests and reports on school improvement planning and progress reports, and analyze report data to identify key trends and patterns for District Professional Learning Communities (PLC's.) Adapt and revise reports as necessary to access additional data and/or refine reporting elements.
10. Maintain schedule of reporting requirements and due dates to ensure timely collection of data and completion of reports by external due dates. Communicate results and follow-up issues with program leads and staff; Behavior and Weapons Reporting, Office of Civil Rights, Class Size Reports.
11. Support grants work as needed. Work with Special Programs, Curriculum and other offices to collect data. Verify information and prepare online applications, and maintain files of grant applications. Coordinate with the Business Office regarding grant funding notifications.
12. Continue to update professional knowledge of new and innovative technology applications to better support district personnel.
13. Regularly attend trainings, workshops, and conferences relating to the Skyward SIS.
14. Collaborate and provide District Administrators with statistical student data as requested.
15. Respects confidentiality.
16. Serves as member of instructional team of the District; performs related duties consistent with the scope and intent of the position.
17. Ability to respect confidentiality of information.
18. Performs other duties as assigned by the employer.

CONDITIONS

The preceding list of essential duties and responsibilities is not exhaustive and may be supplemented as necessary.

MENTAL DEMANDS

Experiences constant interruptions; requires ability to establish and maintain effective working relationship with students, district staff, parents, and public; requires dealing effectively and appropriately with public and staff including distraught or angry parents and students both in person and by telephone; requires ability to adapt to shifting priorities and to frequently rechannel work efforts; may perform detailed work in reference to preparation, compilation of data, and analyzing information both verbally and in written form; requires average to above average proficiency in grammar, reading, writing, mathematics, communication, computer and telephone skills; requires ability to solve practical problems; requires ability to maintain strict confidentiality and display loyalty and integrity to employer, may experience stress due to deadlines on periodic basis in conjunction with daily workload.

PHYSICAL DEMANDS

Exposure to visual display terminal for prolonged periods; dexterity and precision required in the operation of a computer sitting for extended periods of time without restrictions; twisting upper torso and neck and slight bending forward without restrictions; occasional bending at waist to floor, lifting/carrying objects weighing up to ten pounds constantly; 26-50 pounds rarely, assistance for heavy lifting/carrying/pushing/pulling available; requires good visual and hearing ability; requires operation of office equipment and computer; requires keyboarding skill at 50 wpm with accuracy; requires ability to work independently with minimal supervision; requires organizational skills to coordinate multiple priorities; may be exposed to bodily fluids in the health room and required to wear gloves as necessary, may be exposed to infectious diseases carried by students; may require restraining out-of-control students; may occasionally work outdoors in inclement weather.

The Meridian School District does not discriminate in any programs or activities on the basis of sex, race, creed, religion, color, national origin, age, veteran or military status, sexual orientation, gender expression or identity, disability, or the use of a trained dog guide or service animal and provides equal access to the Boy Scouts and other designated youth groups. The following employee has been designated to handle questions and complaints of alleged discrimination: Title IX, ADA, and Compliance Coordinator (RCW 28A.640/28A.642) Kurt Harvill, Director of Personnel, 214 W. Laurel Rd., Bellingham WA 98226. 360-398-7111. Section 504 questions and complaints can be directed to Aaron Jacoby, Director of Special Services, at 214 W. Laurel Rd., Bellingham WA 98226. 360-398-7111.

The Meridian School District is a drug-free/tobacco-free workplace. All new employees must complete a satisfactory fingerprint check with the Washington State Patrol and the FBI. All employment is considered temporary until receipt of a satisfactory check.