

SPECIALIST-DATA AND ASSESSMENT

DEFINITION:

Under the supervision of the assigned Coordinator, performs responsible and specialized duties related to organizational student assessment programs; provides support for schools in the implementation of the District and State assessment program; assists with organizing the distribution and collection of testing materials; updates and maintains assigned databases; generates customized queries and reports using the student data system and assessment results; maintains a variety of automated records and files related to assigned activities and compiles data to generate complex statistical and longitudinal reports to assist various end users.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- Performs responsible and specialized duties related to organizational student assessment programs and activities; assists the administrators in the coordination, preparation, distribution and collection of numerous State-mandated, organizational and special tests as assigned; assists Coordinator with data collection and updates and verifies data in assigned systems.
- Utilizes computer programs to upload data, create and perform queries, generate links to data and produce a variety of mandated and requested computerized lists, records and reports related to assigned activities; updates information and maintains a variety of automated records and files related to assigned activities; assures accountability for a variety of assigned information; maintains testing data in an assigned system.
- Interprets rules, regulations and procedures related to the testing program; remains current on organizational, State, federal and individualized test requirements.
- Collaborates with school site to set-up testing accordingly; coordinates with testing vendor to assure timelines are met and to troubleshoot issues as needed; assists with organizing the distribution and collection of testing materials.
- Assures mandated and requested reports related to student assessments and assigned activities are completed according to established time lines; assures accuracy and completeness of input and output data; extracts user information, student information and data and uploads information according to established procedures.
- Develops, formats and maintains spreadsheets and a variety of specialized forms, manuals and reports as assigned; generates specialized student rosters as assigned; generates specialized custom reports.
- Compiles information for various federal, State and organizational reports as necessary including complex statistical and longitudinal reports; identifies and resolves a variety of data discrepancies.
- Transforms data through programming routines; monitors integrity of assigned assessment databases.
- Communicates with students, staff, outside agencies and administrators to coordinate activities and disseminate information related to assigned activities; assists with personnel questions and troubleshooting testing issues as needed.
- Operates a variety of office equipment including a scanner, fax machine, computer and assigned software.

QUALIFICATIONS GUIDE

Knowledge of:

- Principles, methods and procedures of operating computers and peripheral equipment.
- Principles of database design, reporting, querying and data evaluation tools.
- Data control procedures and data entry operations.
- Principles and practices of data research, processing and evaluation.
- Record-keeping and report preparation techniques.
- Policies and objectives of assigned programs and activities.
- Methods of collecting and organizing data and information.
- Technical aspects of field of specialty.

- Modern office practices, procedures and equipment.
- Correct English usage, grammar, spelling, punctuation and vocabulary.
- Interpersonal skills using tact, patience and courtesy.
- Oral and written communication skills.
- Record retrieval and storage systems.
- Mathematical calculations.

Ability to:

- Perform specialized clerical duties in support of organizational student assessment programs and activities.
- Utilize a computer programs to upload data, create queries, generate links to data and produce a variety of mandated and requested computerized records and reports.
- Operate computers and peripheral equipment properly and efficiently.
- Review and verify input and output data to assure accuracy and efficiency.
- Assemble and prepare data complex reports.
- Compile and analyze statistical data in a timely and efficient manner.
- Write queries using Microsoft Access and SQL and provide disaggregated data to school sites.
- Establish and maintain files and records.
- Establish and maintain cooperative and effective working relationships with others.
- Meet schedules and time lines.
- Work independently with little direction.
- Communicate effectively both orally and in writing.
- Determine appropriate action within clearly defined guidelines using troubleshooting techniques and tools.

EDUCATION/EXPERIENCE:

Any combination equivalent to: graduation from high school and college level coursework in computer science, information systems or related field and four years of experience involving data base management.

PHYSICAL DEMANDS:

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

- Dexterity of hands and fingers to operate a computer keyboard.
- Sitting for extended periods of time.
- Hearing and speaking to exchange information in person and on the telephone.
- Bending at the waist, kneeling or crouching to file materials.
- Lifting, carrying, pushing or pulling objects up to 25 pounds.

WORK ENVIRONMENT:

Office environment. The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.

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