

**North Monterey County Unified School District**  
CLASSIFIED POSITION DESCRIPTION

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Position Title:	<b>Data and Assessment Analyst</b>
Job Family	Informational Technology
Reports to:	Director-Technology, Information & Assessment Systems
Salary Level:	Range 32
Calendar:	Classified 12 Month

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**SUMMARY**

Under the direction of the Director, leads efforts related to the District assessment program and systems. The individual will also be responsible for successful implementation of assigned projects relating to assessment and data. The individual will provide technical and clerical support functions in the implementation of Local and State assessment programs, the generation of related queries and reports for district staff, train and support other staff in implementing state and local assessment programs, and support schools/departments with assessment data in a manner that allows the District to support improved student achievement and outcomes.

**MAJOR DUTIES AND RESPONSIBILITIES:** To perform a job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed in the job description are representative of the knowledge, skills and/or abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Provide technical and clerical support functions in the implementation of local and state data and assessment programs; ensure the accuracy and completeness of assessment information.
- Under the direction of the Director, assist in the coordination of the local and State assessment programs and provide training and support for site testing coordinators.
- Maintain, monitor, develop, utilize and update specialized databases to maintain data and assessment records, including but not limited to State and local assessments; such as ELPAC, Physical Fitness, multiple measures and benchmarks.
- Communicate with the California and US Departments' of Education on testing requirements, implementation and security.
- Support District assessment implementation, including item revision, test preparation, naming protocols, scoring, and student group building for purposes of reporting and monitoring.
- Organize distribution and collection of testing materials and prepare data reports.
- Assist in coordination of testing for District students in non-public schools.
- Generate queries and create spreadsheets as requested. Creates tables, charts, and graphs to display data.
- Presents reports and findings of analyses to management, including recommended corrections and improvements.
- Arranges data into a user-friendly format for use by others for the purpose of reporting information for a variety of educational programs.
- Inventory and order supplies and equipment, as needed.
- Maintain budget records and confidentiality of student records.
- Maintain clean assessment data in the student information system and other district applications.

- Assist with the problem solving and trouble-shooting activities for the production events related to student information and local assessments, including contacting 3<sup>rd</sup> party support, if necessary.
- Develop, maintain, and monitor data base access system tools related to SIS/DNA.
- Coordinate and provide training activities with other departments, produce necessary documentation.
- Effective communication with all departments and schools regarding any and all Assessment initiatives and requirements.
- Provide support of Help Desk related to Data and Assessment.
- Coordinate the input of data from outside vendors (state test scores, SAT, ACT, etc.) into the SIS.
- Assist with enrollment and transfers.

Other Duties:

- Attends meetings related to assignment.
- Participates in available training to meet new safety and/or technology standards.
- Performs other related duties as may be assigned by the supervisor.
- Maintains a calendar of state and federal categorical reporting requirements and timelines to ensure compliance.

**PHYSICAL AND MENTAL REQUIREMENTS**

Physical, mental and emotional stamina to perform the duties and responsibilities of the position; mental acuity to collect and interpret data, evaluate, reason, define problems, establish facts, draw valid conclusions, make valid judgments and decisions; Manual dexterity sufficient to write, use the telephone, computer, calculator, and office machines at required speed and accuracy; vision sufficient to communicate in person and hold telephone conversations in normal range (approx. 60 decibels); speaking ability in an understandable voice with sufficient volume to be heard in normal conversational distances on the telephone and addressing groups; physical agility to sit, stand, kneel, walk, push/pull, squat, twist, turn, bend, stoop, and to reach overhead; physical stamina sufficient to sustain light physical labor for up to 8 hours, sit and/or walk for prolonged periods of time; physical mobility sufficient to move about the work environment (office, district, school site to site) for sustained periods of time on hard flooring, climb slopes, stairs, ramps, and to respond to emergency situations; physical strength sufficient to periodically lift and/or carry 25 pounds of materials or supplies; occasionally lift 40 or more pounds with assistance; work in an indoor work environment

**REQUIRED QUALIFICATIONS**

Education and Experience:

- Any combination of education or equivalent experience to an Associate's degree or Bachelor's degree in information systems user support/training, database systems, or relevant work experience.
- Two or more years of experience working directly with school district level state reporting including submitting data to the state system and troubleshooting error reports.

Knowledge of:

- Demonstrated competence in administrative software and database systems support and management/setup/maintenance/interfaces to include student records and other database systems.
- Experience working with multiple entities and organizations to complete tasks and reports.

- Strong working knowledge of student information and data systems.

Ability to:

- Understand and carry out assigned work with minimal supervision.
- Develop operational reports and recommendations.
- Analytical and research ability to successfully and remotely troubleshoot failure in software.
- Make mathematical calculations with speed and accuracy.
- Able to follow written and verbal direction and take the initiative when necessary. Ability to effectively communicate with a high level of effectiveness in terms of customer comprehension and response; including the ability to work and communicate effectively with customers who may have a high level of frustration.
- Read, understand, interpret, and follow laws, rules, regulations, processes, policies, and methods of the office, the District, and the State of California.
- Learn and use technology and computer software applications as appropriate to the work environment.
- Maintain accurate and neat records and reports.
- Understand and be sensitive to those of culturally and linguistically diverse backgrounds.
- Communicate effectively in the English language, both orally and writing.
- Learn, plan, formulate and execute federal, state, district, and departmental policies, procedures and directives, in accordance with assigned duties.
- Use alpha/numeric keyboard and standard office equipment effectively with a reasonable rate of speed and accuracy.
- Ability to organize work and set priorities for accomplishing work in a timely and effective manner.
- Establish and maintain co-operative relationships with those contacted during the performance of required duties.

**DESIRABLE QUALIFICATIONS**

- Previous experience in a school district.

***The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed.***

**CSEA and DISTRICT AGREEMENT**

CSEA \_\_\_\_\_ DATE \_\_\_\_\_

DISTRICT \_\_\_\_\_ DATE \_\_\_\_\_

**Board Approved: 6/28/18**