OFFICE OF MARY C. BARLOW
KERN COUNTY SUPERINTENDENT OF SCHOOLS

PROGRAM SPECIALIST – DATA ASSESSMENT ANALYST
Kern Integrated Data System (KIDS)

Certified Job Description

IMMEDIATE SUPERVISOR:

Director II – Kern Integrated Data System (KIDS)

ESSENTIAL FUNCTIONS:

1. Analyze, synthesize, and interpret reports from local, state, and national assessment and evaluation data as it relates to individual student performance and school improvement for use in decision-making.

2. Provide Tier 1 level support for district onboarding and data validation issues.

3. Interpret and review performance data with local partners and administrators.

4. Gather district requirements for each KIDS module (Essentials, EWIS, Student Success, Operations, and Human Capital Management).

5. Gather district Student Information System mapping information.

6. Compile data and ensure validity from multiple assessments to develop student, subject, grade-level, or school/district performance profiles.

7. Provide data literacy training for teachers and administrators to use data to improve instruction.

8. Communicate with districts to gather/upload Federal, State, and Local assessments.

9. Provide initial and ongoing data validation on KIDS dashboards and metrics.

10. Apply appropriate statistical measurements to data; review school/district and state data to develop comparison trends; and design and develop reports as requested.

11. Assist districts in utilizing data to make informed decisions in planning for continuous improvement.

12. Develop and maintain accurate and confidential historical student and school/district data files to monitor and track performance.

13. Create and maintain data validation spreadsheets.

14. Communicate with districts to gather necessary information to solve validation issues.

15. Facilitate weekly district status calls and maintain meeting notes/documentation.

16. Provide thorough QA Quality Assurance reviews of KIDS dashboards and metrics after updates are processed.

17.   Provide research information as needed and requested.

18.   Create surveys and coordinate administration of surveys.

19.   Query and translate data visually into tables, charts, graphs, and narrative presentations to produce user-friendly reports and assist stakeholders.

20.   Research and investigate software and reporting requirements including attending trainings, consulting with other local partners, districts and researching CDE websites.

21.   Support compliance efforts with state and federal privacy laws to protect the confidentiality of data.

22.   Participate in collaborative meetings; consult with county office, district and school personnel in the areas of Local Control and Accountability.

23.   Serve on KCSOS committees; attend County Office meetings and events, including participation in CIA department meetings and needs.

24.   Participate in available and relevant professional development opportunities.

25.   Design coordinate, and lead an Assessment Network.

26.   Attend, design, and deliver as appropriate, training sessions and site meetings related to assigned responsibilities.

27.   Act as a resource to school districts and the County Office in the area of curriculum, instruction and assessment.

28.   Remain current with all new assessment requirements and assessment programs.

29.   Support state and federal mandated testing and assessment of students, to include correspondence and inquiries from testing agencies.

30.   Perform other related duties as assigned.

MINIMUM QUALIFICATIONS:

A.   Personal and Professional Qualifications:

1.   Knowledge of data processing, student information, learning management and similar software.

2.   Knowledge of program evaluation, data collection and data analysis as related to educational agencies.

3.   Ability to develop data tables, administer controlled access to relational databases, and prepare custom reports and analysis of instructional data.

4. Ability to follow oral and written directions and work independently with a minimum of guidance and supervision.

5. Ability to prioritize work and to meet deadlines.

6. Must demonstrate initiative and the ability to manage multiple tasks and projects simultaneously.

7. Skill in explaining testing and statistics to administrators, teachers and parents.

8. Strong communication skills, organizational, analytical, and written skills.

9. Exercise a high level of responsibility with administration, districts and state agencies.

10. Maintain a high degree of confidentiality, flexibility, initiative, innovation and creativity.

11. Model nondiscriminatory practices in all activities.

12. Belief in and alignment with KCSOS core beliefs and educational philosophy.

13. Must possess a private vehicle, valid California driver's license and carry current automobile insurance with at least minimum coverage for public liability and property damage.

14. Fingerprint clearance by both the Federal Bureau of Investigation and the California Department of Justice is a condition of appointment after all other required job conditions have been met.

15. Must present verification of completion of Child Abuse Mandated Reporter training or obtain verification within six (6) weeks of hire and annually thereafter, as required by the California Child Abuse and Neglect Reporting Act.

TRAINING AND/OR CREDENTIALS:

A. <u>Education</u>:

1. California teaching or pupil services credential required.

2. Master's degree in Education or related field preferred.

B. <u>Experience</u>:

1. Experience in using academic data to impact instruction and school/district strategic planning.

2. Must have experience working with data from various types of student assessments required by the state.

3. Must have experience working with large data sets including data analysis, interpretation, and display.

4. Must possess technological proficiency using Microsoft Office Suite with emphasis on Excel, Word, and PowerPoint. Experience with G-Suite Google products preferred.

5. Must have experience using SQL or related database query tools to access and manipulate data in a relational database management system (RDBMS).

6. Four or more years of comparable experience preferred.

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