

KERN COUNTY SUPERINTENDENT OF SCHOOLS
APPROVAL APRIL 2024
RANGE: 56.0
CLASSIFIED
CODE: NONE

DATA ANALYTICS SPECIALIST
(KERN INTEGRATED DATA SYSTEM)

DEFINITION

Under direction of the assigned supervisor, the Data Analytics Specialist will coordinate with local education agencies to gather/upload Federal, State, and Local assessments and provide data literacy training for teachers and administrators using the Kern Integrated Data System (KiDS), the California Longitudinal Pupil Achievement Data System (CALPADS), and other applications to support data analysis and data driven decision making.

EXAMPLES OF DUTIES

Interpret and review performance data with local partners and administrators;

provide data literacy training for teachers and administrators to use data to improve instruction;

provide initial and ongoing data validation on KiDS dashboards and metrics;

enter and edit student data into automated systems and monitor program data to ensure data collection and reporting procedures meet mandated regulations, ensuring accuracy of the content;

identify and correct discrepancies in the data, and confer with technical and programming staff regarding system modifications and information needs;

gather district requirements for each KiDS module (Essentials, EWIS, Student Success, Operations, and Human Capital Management);

establish and maintain collaborative relationships with outside agencies including CSIS, SIS vendors, and assessment providers;

gather district Student Information System mapping information;

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

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

assist districts in utilizing data to make informed decisions in planning for continuous improvement;

develop and maintain accurate and confidential historical student and school/district data files to monitor and track performance;

design, coordinate, and lead a CALPADS Assessment Network;

work with school districts to verify and maintain completeness, accuracy, and timeliness of data extracted and loaded from district's school information system into CALPADS;

facilitate weekly district status calls and maintain meeting notes/documentation;

exhibit professionally appropriate interpersonal skills including but not limited to tact, patience, flexibility and courtesy;

provide thorough Quality Assurance (QA) reviews of KiDS dashboards and metrics after updates are processed;

provide research information as needed and requested;

query and translate data visually into tables, charts, graphs, and narrative presentations to produce user-friendly reports and assist stakeholders;

research and investigate reporting requirements including attending trainings, consulting with other local partners, districts and researching CDE websites;

support compliance efforts with state and federal privacy laws to protect the confidentiality of data;

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

provide technical assistance to county networks and collaborative workgroups;

attend, design, and deliver as appropriate, training sessions and site meetings related to assigned responsibilities;

act as a resource to school districts and the County Office in the area of data, assessment and accountability;

remain current with all new assessment requirements and assessment programs;

support state and federal mandated testing and assessment of students, to include correspondence and inquiries from testing agencies;

provide research information as needed and requested;

establish and maintain documentation, records, files, and logs relating to student enrollment, student services, system usage, reports, and other assigned functions;

perform other related duties as assigned.

QUALIFICATIONS

Knowledge of:

Data processing, student information, learning management and similar software;

program evaluation, data collection and data analysis as related to educational agencies;

K-12 accountability rules and processes;

customer service techniques and excellent interpersonal skills;

Microsoft Office Suite with emphasis on Excel, Word, and PowerPoint;

SQL or related database query tools to access and manipulate data in a relational database management system (RDBMS);

various types of student assessments and data systems required by the state, including CALPADS:

state requirements for CALPADS system including codes, software, terminology, and program options/variables;

a wide variety of student information systems;

data analysis concepts.

Ability to:

Develop data tables, administer controlled access to relational databases, and prepare custom reports and analysis of instructional data;

work with large data sets including data analysis, interpretation, and display;

maintain a high degree of confidentiality, flexibility, initiative, innovation and creativity;

follow oral and written directions and work independently with a minimum of guidance and supervision;

prioritize work, meet deadlines, and manage multiple tasks and projects simultaneously;

exercise a high level of responsibility with administration, districts and state agencies;

maintain data integrity and prepare backup data files;

collaboratively work with and effectively communicate with district data teams, other departments, administrators, governmental agencies, and outside organizations;

remain connected and aware of new or revised State and/or Federal regulations affecting student programs, procedures, and computer information systems;

handle confidential information and materials with complete security.

Experience:

Minimum of four (4) years working directly with education data systems including work with state required forms and documents, at a school, district, or County Office of Education.

Education:

BA, BS degree in statistics, public administrations, education, or related field.

Masters degree preferred.

Current or previous California teaching or pupil services credential desirable.

Equivalent related work experience over the minimum required can be substituted for the bachelors degree on a year for year basis.

Conditions of Employment:

Some positions may require proof of privately-owned automobile insurance and possession of a valid California Motor Vehicle operator's license which must be maintained for the duration of the assignment.

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.

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.

This position has a probationary period of six months or 130 days, whichever is longer.

CP: rn

4/9/2024

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