

AROMAS-SAN JUAN UNIFIED SCHOOL DISTRICT
JOB DESCRIPTION
COORDINATOR OF ASSESSMENT AND DATA

Classification: Classified Management
Salary Level: Classified Management Salary Schedule
Work Year: 260

JOB SUMMARY:

Under the direction of the Superintendent or designee, provides direction for the planning, implementation, and management of assigned projects to support improving student achievement; researches and synthesizes on assigned projects; performs high-level data analysis and reporting by accessing, interfacing, and analyzing various local, statewide, federal, and other data; collaborates with stakeholders to translate complex data sets into user-friendly and actionable data reports and tools.

SUPERVISOR:

Superintendent

ESSENTIAL RESPONSIBILITIES:

- Develop and implement data-driven cycles of continuous improvement related to student engagement, equity, and achievement
- Research emerging and innovative practices and programs that personalize learning for all students that improve engagement, equity, and achievement
- Manages, plans, and coordinates District compliance with mandated electronic state, federal and other reporting systems, including the California Longitudinal Pupil Achievement Data System (CALPADS) and other data (SIRAS) collections as assigned
- Represents the District as the coordinator for CALPADS and other data collections as assigned, including attending trainings, webinars and communications with other school districts and stakeholders. Represents the District as a primary contact for the California Department of Education (CDE) on issues related to CALPADS and other mandated electronic reporting systems as assigned
- Support the shared vision that all stakeholders leverage the use of digital-age resources to meet and exceed student learning goals through effective and innovative instructional practices, tools, and applications
- As an important team member, assist in the development and implementation strategies to align curriculum, assessment, accountability, and professional development
- Utilize and implement software, programs, and online applications in order to access, integrate, and analyze data from multiple sources
- Create and provide data sets from local, state, and federal sources for the purpose of identifying systemic needs and to inform strategic planning
- Create and present user-friendly data visualizations to principals, teachers, parents, and community groups for the purpose of identifying specific needs and to track and monitor progress
- Support stakeholders in accessing and understanding the implications of student data; provide feedback and growth goals to principals related to student data
- Maintain and
- As requested, attend various meetings to keep abreast of changes and to prepare and conduct related professional development for site leaders
- Perform other related duties as assigned

REQUIRED QUALIFICATIONS:

Knowledge of:

- Ability to see and read, with or without vision aids; ability to hear and understand speech at normal levels; ability to communicate so others will clearly understand normal conversation and able to follow both oral and written instructions independently
- Ability to perform calculations and statistical computations with speed and accuracy
- Ability to establish and maintain effective working relationships
- Ability to present user-friendly ideas and solutions
- Ability to manage multiple projects
- Ability to research and synthesize
- Skill in analyzing barriers to the effective use of digital programs and applying appropriate solutions
- Knowledge and ability to apply state and federal laws governing student data privacy

Ability to:

- Effectively plan, organize, direct, coordinate and evaluate the programs and services of assigned areas of responsibility, including a broad range of diverse functions and responsibilities.
- Make effective decisions and resolve problems affecting complex and sensitive areas and situations, and effectively explain and defend decisions.
- Exercise sound judgment and recognize political and priority implications related to programs and strategies.
- Demonstrate leadership, interpersonal consensus building, and communication skills.
- Establish and maintain effective working relationships with County Office and district leadership, staff, parents, community agencies, individuals and groups.
- Establish priorities and evaluate the effectiveness of programs and services on an ongoing basis.
- Function as a positive, contributing member of an education and administrative team.

Physical Abilities:

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. The employee must be able to, with reasonable accommodations if necessary: sit or stand for extended periods of time; possess dexterity of hands and fingers to operate a computer and other office equipment; hear and speak to exchange information in person and on the telephone, exchange information, and make presentations; see to read a variety of materials and write reports; reach overhead, above the shoulders and horizontally, bend at the waist or kneel to retrieve supplies and other materials.

Education and Experience:

- A Bachelor's degree from an accredited college or university
- Master's degree preferred
- 3-5 years' experience in a position utilizing student information and supervision of school finance and business operations.
- Strong oral and written communication and interpersonal skills required
- Bilingual ability, desired

Licenses and Certifications:

- California Driver's License with evidence of insurability.

WORK ENVIRONMENT:

This position will be an indoor office work environment, visitations to the sites, travel, driving a vehicle to conduct work; daily contact with staff, board members and community members daily, fast-paced work and constant interruptions.