

DOUGLAS COUNTY SCHOOL DISTRICT

Position Title: Data Management Specialist – Research & Assessment

Reports to: Executive Director, Curriculum & Assessment

POSITION SUMMARY

Leads district administration of Measures of Academic Progress (MAP) assessment. Disaggregates and analyzes student standardized testing data for use in the assessment of District curriculum, instruction and staff development strategies. Provides technical support to stakeholders using district assessment software.

ESSENTIAL DUTIES & RESPONSIBILITIES

- D 50% Leads MAP planning, implementation, and processing district wide. Includes analysis and interpretation of MAP results.
- M 10% Leads training (planning, documentation, implementation) of district trainers in utilization and analysis of MAP data for instructional decision-making.
- M 10% Creates and disseminates assessment reports to district administrative staff.
- M 2% Manages and oversees MAP budget.
- W 5% Develops program applications and builds databases for use in the analyses of student test data.
- M 5% Creates documentation and training modules for use of assessment applications.
- W 5% Provides data analyses and technical support to internal and external stakeholders of in-District student assessment software.
- Q 5% Organizes and manages data housed within the Assessment folder on the District server.
- A 3% Assists in the District wide collection, review, and audit of CSAP testing booklets.
- D 5% Performs other related duties as assigned or requested.

MINIMUM EDUCATION OR FORMAL TRAINING

Bachelor's Degree, with emphasis in Business, Statistics or Computer Sciences.

MINIMUM EXPERIENCE

One year experience in statistical assessment/analyses (preferably in K-12)—preferred.
One year experience using/managing online assessment such as MAP—preferred.
Three years experience using PC desktop office applications.

SKILL REQUIREMENTS

Advanced data analysis and dissemination skills
Advanced research skills
Advanced query and troubleshooting skills
Advanced Microsoft Excel skills
Proficient in the use of both PC and Mac platforms
Experience with Infinite Campus or comparable student information system
Moderate experience with relational database design
Excellent oral and written communication skills

GENERAL EXPECTATIONS

Is flexible.
Has the ability to work cooperatively with supervisors and co-workers.
Has the ability to understand and follow complex oral and written instructions.
Has the ability to perform responsibilities without the necessity of close supervision.
Has the ability to effectively communicate with the school district community.
Has the ability to meet attendance standards and work the hours necessary to perform the essential functions of the job.
Maintains a generally positive attitude.
Observes all District policies and procedures.

LICENSES OR CERTIFICATION – Valid Colorado Driver’s License.

ESSENTIAL ENVIRONMENTAL DEMANDS

Mostly clean and comfortable.

ESSENTIAL PHYSICAL REQUIREMENTS

Occasional lifting five (5) to forty (40) pounds.
High concentration of lifting forty (40) pounds during testing season (Spring).
Moderate bending, stooping, walking, standing, kneeling, squatting, reaching, and sitting.

SUPERVISORY DUTIES - None

WAGE SCHEDULE – Range 2

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified. This job description is not intended to create any express or implied contract of employment or expectancy of continued employment for any definite term.