

# **DOUGLAS COUNTY SCHOOL DISTRICT**

## **Position Title: Data Management Specialist – Research & Assessment**

Reports to: Executive Director, Curriculum, Assessment & Staff Development

### **POSITION SUMMARY**

Disaggregates and analyzes student standardized testing data for use in the assessment of District curriculum and instruction strategies. Designs, creates and maintains assessment databases. Trains and provides technical support to stakeholders in the use of assessment software.

### **ESSENTIAL DUTIES & RESPONSIBILITIES**

- D 25% Creates, designs, and develops program applications and build databases for use in the analyses of student assessment data.
- D 15% Provides data analyses and interpretation to internal and external stakeholders of student assessment software and/or hardware.
- D 15% Creates multiple files and integrates databases; verifies data and converts files containing student testing and demographic information.
- Y 10% Leads and provides training for district student biographical data processes for State-administered assessments (CSAP, CO-ACT).
- Q 10% Trains district personnel in use of data analysis applications (C-Snap).
- Q 5% Provides technical expertise to MAP Coordinator for file creation and upload of student demographic and scheduling data.
- M 5% Provides technical and programming expertise to district departments for the development of processes (creation and maintenance) to ensure accurate data.
- A 5% Creates data validation processes for State-administered assessments.
- W 3% Back-up, maintain, and repair student testing databases.
- Q 2% Organizes and manages data housed within the assessment folder on the District server.
- 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).  
Three years experience in database management and PC desktop office applications.

## **SKILL REQUIREMENTS**

Advanced data analysis and dissemination skills  
Advanced research skills  
Advanced query and troubleshooting skills  
Moderate experience with relational database design  
Moderate experience with database management  
Proficient in the use of both PC and Mac platforms  
Maintain a 'system view/approach' to solving problems  
Infinite Campus experience or comparable student information system  
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.  
Must be detail oriented.  
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** – ProTech Range 3

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.