

# **DOUGLAS COUNTY SCHOOL DISTRICT**

## **Position Title: Data Specialist –Assessment**

Reports to: Executive Director, Curriculum & Assessment

### **POSITION SUMMARY**

Assists with the collection, distribution, management, and warehousing of research and assessment data. Also assists with assessment application and database use training, CSAP, and other testing events.

### **ESSENTIAL DUTIES & RESPONSIBILITIES**

- M 40% Provides data and technical support to internal and external stakeholders of in-District student assessment software and/or hardware.
- D 15% Extracts information from various achievement-related databases and merge into new databases; maintain and warehouse databases.
- D 5% Collaborates with Assessment staff to develop program applications and build databases for use in the analyses of student test data.
- M 5% Assists with the development and delivery of assessment applications and data use training.
- Q 15% Assists in the extraction and distribution of Elementary Progress Report data.
- A 5% Designs, collects, displays, distributes, and warehouses End-of-Course Algebra data.
- A 5% Organizes standards reporting, collection, distribution and warehousing of standards data.
- A 10% Assists in the District wide collection, review, and audit of CSAP testing booklets.
- 5% Performs other related duties as assigned or requested.

### **MINIMUM EDUCATION OR FORMAL TRAINING**

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

### **MINIMUM EXPERIENCE**

One year experience in statistical assessment, preferably in K-12 education environment. One year adult training experience in computer-related technologies; student information systems preferred.

## **SKILL REQUIREMENTS**

Proficient in the use of Microsoft Office Applications  
Proficient in the use of AppleWorks, SASIx or comparable student information system  
Moderate query and troubleshooting skills  
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.

12/6/2006