

JOB DESCRIPTION

Job Title: Data & Analytics Coordinator (9823)

Job Summary:

Under the direction of the department administrator, plan, organize, and participate in the development and implementation of fiscal processes to support districts with their funding plan. This position will perform specialized accounting, audit and monitor financial data and reporting systems, and provide training on budget planning and implementation processes.

Essential Duties:

- Analyze, synthesize, and interpret reports from local, state, and national assessment and evaluation data as it relates to individual student performance and school improvement for use in decision-making.
- Interpret and review performance data with local partners and administrators.
- Compile data and ensure validity from multiple assessments to develop student, subject, grade-level, or school/district performance profiles.
- Provide data literacy training for teachers and administrators to use data to improve instruction.
- 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.
- Provide research information as needed and requested.
- Create surveys and coordinate administration of surveys.
- Query and translate data visually into tables, charts, graphs, and narrative presentations to produce user-friendly reports and assist stakeholders.
- Research and investigate software and 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.
- Consult with county office, district, and school personnel in the areas of Local Control and Accountability and state and federal programs.
- Provide technical assistance regarding CALPADS to districts within the county.
- Participate in available and relevant professional development opportunities, department and organizational meetings, and various events.
- Participate and support TCOE networks in the appropriate use of data as necessary.
- 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 curriculum, instruction, and assessment.
- Coordinate the timely dissemination of state assessment information to LEAs throughout the county and to internal student programs within TCOE.
- 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.
- Perform other related duties, as assigned.

Responsibilities include: working independently under broad organizational guidelines with supervision focusing on results; leading, guiding and/or coordinating other persons; and operating within a defined budget and/or financial guidelines. Utilization of significant resources from other work units is routinely required to perform the job's functions. There is some opportunity to significantly impact the organization's services. The usual and customary methods of performing the job's functions requires the following physical demands: some lifting, carrying, pushing, and/or pulling; and significant fine finger dexterity. Generally, the job requires 85% sitting, 5% walking and 10% standing. The job is performed under minimal temperature variations.

Skills, Knowledge and/or Abilities Required:

Skills to:

- discern among various methods and programs the best path to achieve objective;
- advise on functions, operations, and data input/output procedures of student information systems;

- gather, coordinate, analyze, and reconcile information from diverse sources;
- analyze and evaluate situations accurately and adopt an effective course of action;
- define problems, research, and collect information, establish facts, and develop appropriate conclusions;
- conduct ongoing measurement of systems improvement within the department and organization;
- apply and interpret data, facts, procedures, and policies;
- organize work, set priorities, and meet established deadlines in a dynamic work setting;
- operate a computer and assigned software programs.

Knowledge of:

- regulations, rules, policies, and procedures applicable to the maintenance of student records and the reporting of student attendance and other data;
- research techniques, methods, and procedures;
- modern office procedures, software programs, and equipment;
- program and system management, improvement, and organization;
- proper English grammar, punctuation, and sentence structure;
- TCOE mission, vision, value statements, standards, policies and procedures, operating instructions, confidentiality standards, and the code of ethical behavior.

Ability to:

- communicate effectively both orally and in writing using appropriate English spelling and grammar;
- interpret, apply, and explain rules, regulations, policies; and procedures to a diverse audience;
- supervise, train, guide, and evaluate the performance of assigned personnel;
- work confidentially, independently, and with discretion with little direction;
- maintain confidentiality of student information;
- plan, coordinate, and facilitate collaborative relationships, activities, and services with diverse groups of people;
- perform work with a high degree of accuracy;
- effectively use time and resources to accomplish project objectives;
- respond to various inquiries in a timely and consistent manner.

Experience Required:

- Five (5) years of experience reviewing and analyzing data in a school setting.
- Experience working with data sources for the California School Dashboard is preferred.

Education Required:

- Valid California Teaching Credential.
- Valid California Administrative Credential.
- Master's degree is preferred.

Other Requirements:

- Valid California driver's license and proof of automobile insurance.
- Department of Justice and FBI Fingerprint Response (upon hire).

FLSA Status: Exempt

January 2025

This organization is an Equal Opportunity Employer and does not discriminate on the basis of race, color, national origin, creed, age, gender or disability. Inquiries regarding compliance procedures may be directed to our personnel office. This organization complies with the Americans with Disabilities Act. Persons with a disability who may need some accommodation in the hiring process should contact our personnel office. This organization is a Drug and Tobacco - Free Workplace. This organization requires a successful candidate to provide it with employment eligibility and verification of a legal right to work in the United States in compliance with the Immigration Reform and Control Act.