

Job Summary: Under the direction of the Leadership Support Services Administrator, the Instructional Data and Analytics Coordinator directs and collaborates with the TCOE data team staff to provide relevant data to school districts, schools, and other TCOE departments. The coordinator has a working knowledge of the California School Dashboard and the data sources from which state and local indicators are derived and has the ability to advise on the use of formative and summative data within the local, state, and federal continuous improvement and accountability system. The coordinator interacts with district and school leaders, administrators and teachers, representatives of other TCOE departments, and others on a variety of data projects for the purpose of improving student performance.

Essential Job Functions:

- 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.
- Participate in collaborative meetings; consult with county office, district and school personnel in the areas of Local Control and Accountability and state and federal programs.
- Serve on TCOE committees; attend County Office meetings and events.
- Participate in available and relevant professional development opportunities.
- 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.
- 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.

Skills and Knowledge of Required:

- Understand and can advise on research techniques, methods, and procedures.
- Discern among various methods and programs the best path for utilizing a variety of applicable software in order to obtain high quality data reports.
Understand TCOE and State regulations, rules, policies and procedures applicable to the maintenance of student records and the reporting of student attendance and other data.
- Understand and can advise on functions, operations and data input/output procedures of TCOE's student information systems, including methods for creating system queries for a variety of purposes.
- Understand and can observe and delegate effective and efficient office administrative practices and procedures, including recordkeeping practices and procedures.
- Understand how to plan, coordinate, and facilitate collaborative relationships, activities, and services involving diverse groups of people
- Demonstrate effective use of time and resources to accomplish project objectives.
- Assist in conducting ongoing measurement of systems improvement within the department and organization
- Communicate effectively, verbally, and in writing.

Responsibilities include: at times working under supervision using standardized routines; leading, guiding, and/or coordinating others; and operating within a defined budget. 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.

Experience Required:

- Job-related experience within specialized field with increasing levels of responsibility is required.

Education Required:

- Master's degree desired.

Certificates, Licenses, Clearances, Testing and/or Bonding Required:

- Valid California Driver's license and proof of automobile insurance.
- Valid California Teaching Credential.
- Valid California Administrative Credential.
- Department of Justice and FBI Fingerprint Response.

FLSA Status: Exempt

July 2018

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.