

Union Public Schools Job Description

Position Title: Testing and Data Specialist
Department: Teaching and Learning
Reports To: Senior Executive Director of Research, Design, and Assessment

FLSA Designation: Exempt

SUMMARY: To provide leadership and service through the coordination of district and state assessment programs and production of data analysis reports

ESSENTIAL DUTIES AND RESPONSIBILITIES: *Other duties may be assigned.*

- Works with administrators, faculty and testing coordinators to administer state testing program, including paper/pencil and online testing.
- Collaborates with instructional specialists and faculty to implement district assessments.
- Utilizes and supports assessment software for district testing.
- Utilizes and supports the use of other assessment software as assigned (such as the Renaissance suite of applications).
- Maintains records, verifies accuracy and supports the distribution of various assessment related reports such as those for district and state tests, ACT, PSAT, and SAT.
- Assists in evaluating instructional programs, practices and strategies through the use of data collection and analysis.
- Utilizes and supports data warehouse and analysis software to aggregate, analyze and disaggregate student data.
- Provides data reports for administrators and faculty as requested to support data analysis and action research in the district.
- Collaborates with information technology staff in support and administration of the software used for data analysis and assessment.
- Utilizes national, state and district assessment data to promote student learning.
- Designs and delivers innovative professional development in data analysis and assessment.
- Assists in communicating findings of data analysis with the community and parents through reports.
- Stays informed on new information and current trends in educational assessment at the state, district, school and classroom level.
- Participates in relevant professional development.
- Works well with both supervisors and other members of the team.
- Maintains consistent and punctual attendance.
- Performs other duties assigned by supervisor or administrator.

SUPERVISORY RESPONSIBILITIES: None.

QUALIFICATION REQUIREMENTS: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

EDUCATION and/or EXPERIENCE: Bachelor's degree required. Master's degree preferred. Experience with student information systems, assessment software and data analysis software is helpful.

CERTIFICATES, LICENSES, REGISTRATIONS: Teaching certificate preferred, but not required.

LANGUAGE SKILLS: Ability to read, analyze and interpret periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, correspondence and manuals. Ability to speak effectively before administration, staff, parents and students. Ability to communicate orally and in writing.

MATHEMATICAL SKILLS: Ability to analyze and interpret statistical data and to communicate clearly to administrators and teachers. Ability to compile, summarize and disaggregate data using various software applications and other tools. Ability to apply inferences from statistical data to educational practice.

REASONING ABILITY: Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram or schedule form.

OTHER SKILLS and ABILITIES: Ability to apply knowledge of current research and theory to instructional program. Ability to plan and implement professional development based on District objectives. Ability to meet multiple demands from several departments. Ability to establish and maintain effective relationships with administrators, faculty, and parents; both in oral and written communication.

PHYSICAL DEMANDS: *The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is regularly required to stand and talk or hear and sometimes walk and sit. The employee is occasionally required to bend or twist at the neck more than the average person. While performing the duties of this job, the employee will push or lift up to 50 pounds such as boxes of books, testing materials, and carts. The employee is directly responsible for safety, well-being and work output of other people.

Specific vision abilities required by this job include close vision such as to read handwritten or typed material, and the ability to adjust focus.

WORK ENVIRONMENT: *The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

The noise level in the work environment is moderate to loud.