



Job Description

POSITION TITLE:	Coordinator IV, Data, Accountability and Assessment Continuous Improvement and Support Educational Services	#6253
SALARY PLACEMENT:	Management Salary Schedule Range 14	

SUMMARY OF POSITION:

Under the direction of the Assistant Superintendent for Educational Services and the Director of Continuous Improvement and Support, this position will compile data and create comprehensive reports for districts/schools within San Joaquin County. This position will serve as a resource for the county office of education, schools, and districts in the areas of data analysis and data driven decision-making. This position will also support districts and schools with evaluating the effectiveness of programs. This position will assist in the development and facilitation of workshops and professional learning that support effective practices in data analysis, coordination of assessments and data-driven decision making. This position will oversee the coordination of state assessments for the San Joaquin County Office of Education student programs, including training staff, ordering of materials, scoring, and reporting. The position will work with districts and schools on the implementation and development of district and school plans as needed. Performs related work as required.

MINIMUM QUALIFICATIONS – EDUCATION, TRAINING AND/OR EXPERIENCE:

Possess a Bachelor of Arts Degree in liberal studies and/or business administration, computer-related technology, or a related field. Experience working in a school district, county office of education or public education related organization.

DESIRABLE QUALIFICATIONS – EDUCATION, TRAINING AND/OR EXPERIENCE:

Three years experience working in a school district or county office of education. Three years of increasingly responsible experience in data analysis with the ability to make instructional systematic decisions, providing professional development on data analysis, managing data administration or program evaluation. Leadership experience in data analysis or data administration. Experience with using data to inform district or school level planning is highly desirable. Experience with continuous improvement cycles and professional development is highly desirable. Experience coordinating and implementing student assessments. Experience preparing and delivering professional learning for a variety of educational staff and partners.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of:

- assigned software
- program evaluation and data collection
- the State and Federal educational accountability systems and current California student assessment programs
- current California student assessment programs and appropriate test administration practices and policies

Ability to:

- operate a computer
- be flexible based on program needs
- create and follow policies and procedures
- analyze and interpret data and generate reports

- lead data teams in the evaluation of data from multiple educational sources to impact instruction for all students
- use data to support the Continuous Improvement and Support team's work with districts
- use data processing, analysis, and visualization technologies
- translate complex data and analysis results into clear, engaging, and actionable reports or presentations
- understand and interpret State and local data
- be flexible and receptive to change

Possess:

- advanced computer skills (including spreadsheets, word processing, and databases)
- leadership skills in planning, setting agendas, and coordinating/conducting meetings/trainings
- a valid California driver's license and proof of liability insurance coverage in the minimum amount required by SJCOE policy; insurable by the SJCOE carrier. Must furnish own transportation as required to fulfill job duties

DISTINGUISHING CHARACTERISTICS:

The Coordinator series represents advanced management positions and has four levels.

ESSENTIAL FUNCTIONS:

Essential functions may include, but are not limited to:

1. Work effectively with school districts, community organizations, government agencies, parents, students, and/or staff.
2. Maintain confidentiality on issues concerning program and staff.
3. Supervise and evaluate staff.
4. Participate, coordinate, or conduct a variety of meetings, staff developments, committees, trainings, workshops, and/or conferences in order to present materials and information concerning department programs, services, operations, and activities; represent the SJCOE at local, regional, and state meetings, conferences, in-services, boards, councils, and events.
5. Maintain current knowledge and interpret applicable rules, regulations, policies, procedures, contracts, State and Federal laws, codes, and regulations.
6. Communicate effectively both orally and in writing.
7. Analyze situations accurately and adopt an effective course of action.
8. Establish and maintain cooperative and effective working relationships with others.
9. Work independently with little direction.
10. Meet schedules and timelines.
11. Prepare reports as needed.
12. Oversee and manage budgets.
13. Analyze a variety of school and student assessment data to identify strengths and challenges in key areas affecting student achievement.
14. Access and analyze data from multiple sources and file formats including but not limited to CALPADS, SIS, Data Management Systems, and Assessment Systems to assist districts with data review.
15. Develop, design, and prepare achievement and demographic reports using modern data visualization tools and techniques.
16. Provide technical assistance to county networks and collaborative work groups related to data.
17. Prepare and deliver accurate and concise oral and written reports and presentations to a variety of audiences.
18. Collaborate with SJCOE staff and grant partners to provide educational data.
19. Direct data collection and Memorandums of Understanding throughout San Joaquin County.
20. Coordinate and facilitate trainings both on and off site, as necessary.
21. Assist administrators and teachers with analyzing and interpreting related data.
22. Respond to administrative, program, state and federal, and other related inquires.
23. Perform all other duties as assigned.

PHYSICAL REQUIREMENTS:

Employees in this position must have the ability to:

1. Sit for extended periods of time.

2. Enter data into a computer terminal/typewriter, operate standard office equipment, and use a telephone.
3. See and read a computer screen and printed matter with or without vision aids.
4. Hear and understand speech at normal levels and on the telephone.
5. Speak so that others may understand at normal levels and on the telephone.
6. Stand, walk, and bend over, reach overhead, grasp, push, pull and move, lift and/or carry up to 25 pounds to waist height.

WORK ENVIRONMENT:

Employees in this position will be required to work indoors in a standard office environment and come in direct contact with SJCOE staff, district office staff, and the public.

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