Job Description

Title: **Data and Assessment Associate**

Reports to: Director of Assessment, Research, and Evaluation

General Summary: This position has responsibility for facilitating the capture, dissemination, and use of district assessment, evaluation, and demographic data.

Essential Functions:

1. Database and Data Warehouse (25%)
   - Maintain knowledge of Millard District Policy as it pertains to the student database management. Coordinate updating, importing, exporting and reporting of data.
   - Assist in developing a database strategy for present and future information management. Consult with technology personnel regarding review of technical proposals which may impact the district.
   - Collaborate on design, development, implementation, and ongoing maintenance of Data Warehouse.
   - Create and remove accounts and security rights to individuals (and/or groups) providing access to the Data Warehouse information including but not limited to student-level information. Assist in identifying, establishing and enforcing appropriate policy relative to data ownership, adhering to federal regulations (FERPA, HIPAA) and other related issues. Assist with maintaining integrity of student information database.

2. Data Communication (25%)
   - Provide training for staff (including administrators) on use of software as it relates to data visualization.
   - Respond to information requests in areas relating to student data. Utilize PC-level programming with ODBC and SQL to link and extract data. Provide statistical reports using Tableau, Enterprise Manager, Query Analyzer, MS Access, MS Excel and/or SPSS as needed.

3. Enrollment Projections (15%)
   - Complete annual District enrollment projections.
   - Respond to information requests in areas related to student enrollment.
   - Manage and complete annual Learning Community Capacity Standards.

4. Innovation and Teamwork (25%)
   - Ability to manage multiple projects and meet deadlines.
   - Work with other employees within the department to integrate activities to meet District and department goals.
   - Keep abreast of technical and professional trends and developments impacting assessment processing and reporting; disseminate information to appropriate personnel as needs dictate. Maintain knowledge of software and technology as it relates to database management systems.
   - Work cooperatively with the Assessment, Research and Evaluation staff to organize, input and verify data required to submit district year end data in a timely manner.
   - Participate in meetings and trainings as requested, reacts to change productively, and performs other duties as assigned.

5. Assessment Scoring and Team Data Review (10%)

- In-house data review of team metrics.
- Scoring and reporting student writing assessment results utilizing SPSS, MS Access, MS Word and Adobe Acrobat Professional. Import student assessment results into Infinite Campus.

Qualifications:

1. Education Level: Master's Degree or equivalent

2. Certification or Licensure: Valid Nebraska teaching certificate.

3. Experience desired: Successful K-12 teaching experience.

4. Other requirements: Strong computer skills with the ability to learn new computer programs quickly. Demonstrated ability to work with a variety of people in varying settings. Strong communication skills, oral and written. Excellent team collaboration.

Qualifications:

1. Education Level: Minimum of Associates Degree. Preferred post-secondary education in computer field.

2. Certification or Licensure: None

3. Experience desired: Three or more years experience working with relational database management system. Experience in K-12 education environment and management of student and other school data. Experience in developing and managing technology based information systems and database administration. Experience with common operating systems and common Microsoft Office prducts.

4. Other requirements: Ability to work successfully and communicate with a wide variety of clients. Ability to communicate effectively with individuals in training setting. Commitment to ethical practices and ability to work on complex projects requiring accessing data from multiple datasets. Ability to extract and report data from various software packages, including the ability to interpret data and statistical analyses.

Special Requirements:

		Occasional 1 - 32%	Frequent 33 - 66%	Constant 67% +
1.	Standing			x
2.	Walking	x		
3	Sitting			x
4.	Lifting 25 lb max	x		
5.	Carrying 50 feet	x		
6.	Pushing / Pulling	x		
7.	Climbing / Balancing	x		
8.	Stooping / Kneeling / Crouching / Crawling	x		
9.	Reaching / Handling		x	
10.	Speaking / Hearing			x
11.	Seeing / depth perception / color		x	

The statements herein are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. Responsibilities and duties assigned are at the discretion of the supervisor (or superintendent).

Millard Public Schools   Created: August 2013

                                                          Updated: February 3, 2014