

Rocklin Unified School District

2615 Sierra Meadows Drive, Rocklin, CA 95677
(916) 624-2428 / www.rocklinusd.org



Job Description

POSITION TITLE: Data, Assessment, and Evaluation Specialist

SALARY PLACEMENT: Classified Salary Schedule
12 Month Classified Calendar
California School Employees Association

SUMMARY:

The purpose of the Data, Assessment, and Evaluation Specialist is to coordinate, implement, analyze and report data related activities including interfacing other database information, for regulatory compliance of Federal, State, and District assessment, reporting and testing programs.

SUPERVISOR:

This position reports directly to the Director of Innovation, School Programs and Accountability.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

The essential duties and responsibilities for this position include, but are not limited to, the following:

1. Complete complex data processing activities for the purposes of retrieving, analyzing, reporting, and warehousing data to address student learning, professional development, and district/site continuous improvement activities. Design, develop and produce custom reports according to legal and/or user specifications.
2. Work with the Student Information System Specialist to compile, analyze, and prepare a variety of record extracts, labels, and reports related to the student data to be sent to the federal government, state, district, and other outside agencies or departments within the school through the California Longitudinal Pupil Achievement Data System (CALPADS) system. Preparation of documents and data files for state, federal, and grant reporting purposes.
3. Coordinate loading, verifying, importing, exporting, and overall access for student and staff to the California Assessment of Student Performance and Progress (CAASPP) platform; work with Educational Services to provide annual training and support for local and State interim and summative assessment activities; interface with Special Education staff to support coordination and access of related assessment files.
4. Compile and generate data file submissions for local, State, and Federal assessment reporting; create student and staff ID logins or files for various purposes of testing and data integrity.
5. Support the maintenance and integrity of local and State assessment and program evaluation data through various correction procedures addressing integrity problems to provide accurate records and reports.
6. Work with school and district administrators and clerical/attendance staff in with State and local assessment and grading activities. Respond to inquiries from sites related to the teacher or class information or technical issues and access.
7. Work collaboratively with various administrators, schools, and departments in the development and selection of data collection and entry of student assessment information, developing instructions for and training for staff when appropriate.
8. Interface with county and regional assessment specialists, to keep abreast of technologies and emerging trends in student data analysis, for the purpose of providing additional information and/or recommendations to address a variety of program related requirements.

9. Prepare written materials (e.g. reports, memos, letters, etc.) for the purpose of documenting activities and providing instructions to others. Travels to participate in meetings, workshops and seminars for the purpose of conveying, presenting and/or gathering information required to perform functions.
10. Perform other related duties as assigned.

Knowledge of:

- Oral and written communication skills
- Interpersonal skills using tact, patience and courtesy
- Operation of a computer and assigned software including email, desktop publishing, charts and graphics, word processing and spreadsheets
- Public speaking techniques
- Research and evaluation, data collection, processing, analysis and reporting
- Planning, organization, and coordination of student assessment activities and procedures
- Educational testing principles and practices
- Complex data manipulation using computerized tools and applications such as databases and spreadsheets
- Evaluate and interpret results utilizing detailed knowledge of research procedures and practices, including basic psychometric and other assessment quality standards (e.g., validity, reliability, item calibration)
- Theory and practice related to student learning, program evaluation, and educational measurement
- Applicable laws, codes, regulations, policies and procedures

Other desired knowledge, but not required:

- Test/survey design and development
- Methodology used in educational research design and statistical analysis
- Statistical and mathematical computations and measurements
- Computer software applications relevant to social research and assessment development
- Work collaboratively with other staff to conceptualize, develop, field test and psychometrically evaluate district assessment forms, related rubrics, scoring processes and procedures

Ability to:

- Work with detailed information/data and maintain accuracy; perform routine file management tasks, load, manipulate, archive and convert data
- Maintain deadlines, set priorities, schedule activities, meetings, and/or events; monitor completion of projects, identify problems and report progress to the supervisor
- Routinely gather, collate, and/or classify data using a variety of standardized methods; analyze data utilizing defined but different processes; use job-related tools and equipment
- Communicate effectively both orally and in writing
- Establish and maintain cooperative and effective working relationships with others to function as part of a team; work effectively with school district staff and other agencies
- Problem solve, use logic and reasoning to identify solutions and formulate recommendations and actions
- Maintain confidentiality; understand and observe all applicable federal, state, and local regulations pertaining to student and employment data, and with issues concerning programs and staff; interpret, apply and explain rules, regulations, policies and procedures
- Serve as a trainer and technical resource in related processes, methodologies, tools, and reporting systems
- Accurately analyze and interpret results and provide clear and concise narrative and graphic explanations of data and trends
- Maintain current knowledge of trends and advances in the field; upgrade skills due to changing tools and job requirements
- Follow verbal and written instructions, work independently with little direction, completing assignments successfully within mandated timelines with minimal direction and supervision
- Create and maintain technical, procedural, and operational documentation relating to job duties
- Maintain consistent, punctual and regular attendance

EDUCATION:

Graduation from an accredited college or university with a degree in a research related or education oriented field is preferred. Course work or experience in areas such as: program assessment, program evaluation and statistics, and measurement of student academic progress. Experience in the public school system is desirable.

EXPERIENCE:

Job related experience in a K-12 environment preferred.

CERTIFICATES, LICENSE, REGISTRATIONS:

Valid California Driver's License

PHYSICAL REQUIREMENTS:

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 talk or hear. The employee frequently is required to stand, walk, sit, use hands, and reach with hands and arms. The employee is occasionally required to stand and walk. Specific vision abilities required by this job include close vision and ability to adjust focus.

Medical Category I:

1. Position requires normal physical strength and endurance for standing, sitting, bending, or walking.
2. Work assignments are normally located in a work environment with light physical work and requires light physical effort.
3. Lifting 25 pounds maximum or carrying any object weighing over 15 pounds.

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.

While performing the duties of this job, the employee frequently works in indoor environmental conditions. The employee is frequently working on a computer with a video display and occasionally works evenings and on weekends. The employee occasionally uses personal vehicle for work-related travel. The noise level in the work environment is usually moderate.

Adopted: May 21, 2014

Revised: October 21, 2020

The Rocklin Unified School District is committed to equal opportunity for all individuals. District programs, activities and services shall be free from unlawful discrimination, harassment, intimidation, and/or bullying based on actual or perceived characteristics of race, color, ancestry, nationality, immigration status, age, ethnicity, religion, marital status, medical information, mental or physical disability, sex, sexual orientation, gender, gender identity, gender expression, genetic information, or any other legally protected status or association with a person or group with one or more of these actual or perceived characteristics. For inquiries/complaints, contact our Director of Secondary School Programs or Director of Personnel Services at (916) 624-2428 or by email at titleixcoordinator@rocklinusd.org.

The Rocklin Unified School District maintains a tobacco-free, drug-free environment.