

**CHINO VALLEY UNIFIED SCHOOL DISTRICT**  
Position Description

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<b>TITLE:</b>	Coordinator, Data	<b>REPORTS:</b>	Director, Assessment Evaluation
<b>DEPARTMENT:</b>	Educational Services	<b>CLASSIFICATION:</b>	Management
<b>FLSA:</b>	Exempt	<b>WORK YEAR:</b>	226
<b>ISSUED:</b>	3-1-07	<b>SALARY:</b>	Range 23

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**BASIC FUNCTION:**

Under the direction of the Director of Assessment and Evaluation, the Coordinator of Data coordinates analyses of assessment and student achievement data for the department/division; ensures the accuracy of data and data analysis of federal, state and district-wide testing programs in support of District goals; provides expertise in the area of trends, practices and strategies of data utilization; acts as a liaison between department and sites; evaluates programs and does need assessments in order to determine goals and objectives for the department/division.

**REPRESENTATIVE DUTIES:**

Incumbents may perform any combination of the essential functions shown below. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principle job elements.

**E = ESSENTIAL FUNCTIONS**

Analyzes and interprets student achievement data resulting from the State of California and District group testing programs. **(E)**

Provides detailed analysis of data and support in the interpretation of benchmark and curriculum assessments. **(E)**

Conducts a wide range of analyses including, but not limited to, the following areas: **(E)**

- Student achievement indicators (star results, course enrollment/completion, GPA calculation, attendance rates, benchmark success rates, and others as needed).
- Program implementation and evaluation (re-designation rates, retention profiles, AP course enrollment and test results, college enrollment and graduation rates, diagnostic and placement guidelines, and others as needed).
- Generates analysis as needed for supporting logistic operations of conducting assessments (eligibility lists, current course enrollments, class rosters, packing lists, counts for printing orders, labels, preslug files, and others as needed).
- Assessment results (weighting of multiple measures for deriving composite scores, identifying students for re-test).

Exports data for analysis from the Structured Query Language (SQL) data warehouse and combine with data from other sources as needed. **(E)**

Processes data extracted from student information system for use with database applications and data analyses. **(E)**

Responds to all data requests from school sites and Chino Valley Unified School District departments. **(E)**

Provides consultation and training to staff on all elements of data inquiry: introduction to school and student data, data analysis, and facilitation of the cycle of inquiry within schools and departments. **(E)**

Coordinates all stages of benchmark test development, and analysis of student results according to established procedures and timelines. **(E)**

Attends state and county assessment meetings as necessary. **(E)**

Develops valid and reliable methods for the interpretation of test results. **(E)**

Ensures timely communication with administrators and teachers around purpose and analysis of assessments. **(E)**

Shares responsibility for developing suggestions and procedures for diagnostic uses of group test results with the Coordinator of Assessment. **(E)**

Coordinates in-service activities related to data analysis and testing results at central and school-site levels. **(E)**

Evaluates the validity, reliability and development of new tests and other measurement devices appropriate to the local district curriculum and goals. **(E)**

Coordinates and monitors cooperative research requests and projects from colleges, agencies and individuals. **(E)**

Conducts feeder school meetings and professional development sessions with lead teachers, department chairs and principals in analyzing assessment results throughout the year. **(E)**

Shares responsibility for building site administrators' capacity for reflecting on student achievement data to support instructional planning, professional development, etc. **(E)**

Prepares reports, graphs, charts and tables related to a variety of student assessment tools for the Superintendent, the Board of Education and school sites to show student achievement results at elementary, middle and senior high levels. **(E)**

Conducts analyses and public presentations with staff and/or parents on issues related to various student achievement data, test results and program evaluation results. **(E)**

Serves, upon assignment, as a resource person to all division directors in the District. **(E)**

Supervises and evaluates the performance of assigned staff; interviews and selects employees and recommends transfers, reassignments, terminations, and disciplinary actions; plans, coordinates, and arranges for appropriate training of subordinates. **(E)**

Assists in the preparation and maintenance of a variety of narrative and statistical reports, records, and files; prepares agendas and memos. **(E)**

Assures accurate and timely dissemination of information. **(E)**

Serves on committees as appropriate or assigned by immediate supervisor. **(E)**

Assists in writing and revising policies and administrative regulations pertaining to assigned functions. **(E)**

Keeps informed of current trends in assessment and measurement, public education and other pertinent areas, such as federal, state and local laws and District regulations, policies, and procedures. **(E)**

Performs other duties as assigned.

### **MINIMUM REQUIREMENTS:**

#### **EDUCATION, EXPERIENCE, LICENSES, AND OTHER REQUIREMENTS:**

Bachelor's degree required in Assessment and Measurement, Statistics, Social Science, Education or related field. Master's degree in related field preferred.

Completion of courses in statistics, evaluation, quantitative and qualitative research methodology, assessment and measurement desirable. A minimum of three (3) years experience in data analysis or institutional research and/or other job related occupations is required. Experience working directly with public school districts is desirable.

Possession of a valid California Preliminary or Professional Clear Multiple or Single Subject Teaching Credential authorizing service as an elementary or secondary teacher is desirable.

Possession of a valid California Administrative Credential authorizing service as an administrator is desirable.

Employment Eligibility that may include fingerprints, health (TB), and/or other employment clearance.

Must have valid California driver's license and automobile available for use. Must be willing to attend evening, night, and weekend meetings.

### **KNOWLEDGE AND ABILITIES:**

#### **KNOWLEDGE OF:**

- Data analysis methodologies and instruments.
- Assessment development and content standards.
- State and federal laws, regulations and codes applicable to state and federal testing programs and accountability processes.
- Planning, organization and direction of procedural guidelines of the District's curriculum-based testing program.
- Philosophical, educational, fiscal, and legal aspects affecting assessment and measurement activities.
- Research methods and report writing techniques.
- Record-keeping techniques.
- District organization, operations, policies, and procedures.
- Technical aspects of field of specialty.
- Principles of organization, operation, and supervision.
- Principles, practices, trends, goals, and objectives of public education.
- Modern technology and office procedures and methods, computer equipment, and computer software necessary to perform required duties, including Word, Excel, Access, PowerPoint, and statistical software programs.
- Budget preparation and control.
- Applicable federal, state, and local laws, codes, regulations, policies, and procedures related to assigned activities.
- Oral and written communication skills, including English usage, grammar, spelling, punctuation, vocabulary, composition, and mathematics.

**ABILITY TO:**

- Plan, organize, and administer a comprehensive assessment program.
- Administer assigned budgets and allocate funds.
- Demonstrate leadership qualities and utilize motivational techniques and strategies in the development of an operational mode that is cost effective.
- Operate a computer terminal and audio-visual equipment.
- Communicate effectively, both orally and in writing.
- Write in a clear and concise manner for broad public appeal and interpretation.
- Gain cooperation through discussion and persuasion.
- Coordinate and supervise the work of others.
- Analyze situations carefully and adopt an effective course of action.
- Interpret, apply, and explain administrative and Board policies, laws, and regulations.
- Plan, organize, and prioritize work to meet multiple schedules and deadlines, and manage simultaneous tasks with many interruptions.
- Work independently with minimum direction and supervision; work under pressure.
- Understand, analyze, and prepare comprehensive narrative and statistical reports.
- Establish and maintain cooperative and effective working relationships with District personnel, community members, and external companies and agencies in the course of performing assigned duties.
- Supervise and evaluate the performance of assigned staff.

**WORKING CONDITIONS:****ENVIRONMENT:**

- District office environment and school sites.
- Demanding timelines.
- Subject to driving to a variety of locations to conduct work during day and evening hours.
- Subject to frequent interruptions and extensive contact with students, staff, parents, and the public.
- Indoor and outdoor environment.

**PHYSICAL DEMANDS:**

- Bending at the waist, kneeling or crouching, and reaching to retrieve and maintain files and records.
- Reaching overhead, above the shoulders and horizontally.
- Dexterity of hands and fingers to operate standard office equipment, computer keyboard, and other equipment necessary to complete the required duties.
- Hearing and speaking to exchange information in person and on the telephone.
- Visual ability to read, and to prepare/process documents and to monitor various services and personnel.
- Sitting for extended periods.
- Standing for extended periods.
- Walking over rough or uneven surfaces.
- Climbing, occasional use of stepladders.
- Physical activity may be required, which could include moderate lifting.

**HAZARDS:**

- Extended viewing of computer monitor.
- Working around and with office equipment having moving parts.

I have read the above position description and fully understand the requirements set forth therein. I hereby accept the position of Coordinator, Data and agree to abide by the requirements and duties set forth. I will perform all duties and responsibilities to the best of my ability.

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**(Signature of Employee)**

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**(Date)**

In compliance with the Americans with Disabilities Act, the Chino Valley Unified School District will provide reasonable accommodations to qualified individuals with disabilities, and encourages both prospective and current employees to discuss potential accommodations with the Division of Human Resources.

Board approved:        03-01-07