JOB TITLE:	SPECIALIST ACCOUNTABILITY AND DATA SYSTEMS
DIVISION	ACCOUNTABILITY, RESEARCH AND SYSTEMS IMPROVEMENT
SALARY SCHEDULE/GRADE:	II, GRADE 9
WORK YEAR:	AS APPROVED BY THE BOARD
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	8522
BARGAINING UNIT:	CLAS

SCOPE OF RESPONSIBILITIES

Provides technical assistance to District and school staff in the areas of accountability and data systems, monitoring and implementation of assigned program or activity; provides in-service as assigned; surveys system-wide needs in area of assignment and determines effectiveness of assigned program or activity.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Assumes responsibility for maintenance and documentation of existing data systems

Plans and designs new systems and modifies existing systems to meet special data or accountability requirements

Prepares and/or assists in preparation or reports, records and other documentation as required

Assures compliance with federal, state and District policy, administrative procedures and negotiated agreements as applicable to assignment

Provides technical assistance to District and school staff in the areas of accountability and data systems

Maintains communication and works closely with District staff, local school staff and the community regarding information, developments and implementation of accountability and data systems

Assists in prioritizing District and community requests for data adhering to strict timelines and deadlines

Accumulates and researches data, documents and other pertinent information as required

Prepares, delivers or assists with training opportunities in accountability and data systems as appropriate

Completes all trainings and other compliance requirements as assigned and by the designated deadline

Evaluates staff as assigned

Performs other duties as assigned by supervisor

PHYSICAL DEMANDS

The work is primarily sedentary. The work requires the use of hands for simple grasping and fine manipulations. The work at times requires bending, squatting, climbing, reaching, with the ability to lift, carry, push or pull light weights.

MINIMUM QUALIFICATIONS

Bachelor's Degree

Five (5) successful years of experience in system applications

Extensive experience with programming and database structures

Effective communication skills

DESIRABLE QUALIFICATIONS

Master's Degree or higher in area of research, program evaluation, statistics, or related field

Experience in educational system applications

Successful experience in area of research methods and strategies
Experience in a diverse workplace