Coordinator IV, Data Services

Position Details

Job Code: U7403

Reference Code: A900

Division/Unit: Assessment, Accountability, Research, and School Improvement

Classification: Professional-Technical

Terms of Employment: Step 41 of the Unified Administrative Salary Schedule, 12 Months

FLSA STATUS: EXEMPT

Position Summary

This position will serve as a unified employee and will provide the Assessment, Accountability, Research, and School Improvement Division (AARSI) with critical assistance in creating and maintaining organized databases, conducting districtwide data analysis and verification, in providing technical assistance and on-going support in all areas of monitoring the Clark County School District (CCSD) outcomes, and in preparing reports directly related to the improvement of instruction through data-driven decision making, with emphasis on the Nevada School Performance Framework (NSPF) and the CCSD strategic plan. This position is directly responsible to the Director, Accountability, Research, and Data Services, AARSI Division, Academic Unit.

Essential Duties and Responsibilities

The list of Essential Duties and Responsibilities is not exhaustive and may be supplemented.

1. Organizes, coordinates, and streamlines data collection from various departments and divisions and the Nevada Department of Education (NDE) for the maintenance of data included in NSPF and in support of CCSD initiatives.
2. Provides direct advice and expertise to CCSD administrators regarding the use of state and CCSD assessments to guide instruction, as well as the data analysis required to support the NSPF and CCSD initiatives.

3. Coordinates the collection, verification, and issue resolution for data used in accountability, NSPF, internal and external reporting, and other CCSD initiatives regarding data.
4. Consults, trains, and assists personnel with interpreting data for accountability, school improvement, State Accountability Systems, and data-driven decision making to improve instruction and curriculum.
5. Plans and implements development and maintenance of data visualizations and dashboards, both internal and public, to be used by all levels of stakeholders to monitor instructional inputs and outcomes.
6. Plans and implements development and organization of database schemas in the CCSD data warehouse to be used by all levels of stakeholders to monitor instructional inputs and outcomes.
7. Designs and implements daily Extract, Transform, Load (ETL) processes to efficiently load data into the CCSD data warehouse.
8. Coordinates, plans, and implements assessment rostering for CCSD formative and summative assessments into vendor systems (e.g., Northwest Evaluation Association Measures of Academic Progress [NWEA MAP], World-Class Instructional Design and Assessment [WIDA], Smarter Balanced Assessment Consortium [SBAC]).
9. Translates practical school and CCSD needs into technical requirements for development of comprehensive solutions.
10. Serves as an expert liaison with other CCSD divisions/departments regarding data analysis, accountability, and technical assistance.
11. Explains complex educational and curricular issues in an understandable manner.
12. Ensures compliance with all federal, state, and CCSD regulations regarding the reporting of data for accountability, Nevada Growth Model, and school improvement.
13. Manages multiple diverse projects simultaneously and collaboratively while delivering accurate results on time.
14. Develops and maintains accurate data dictionaries and process documentation.
15. Supervises and evaluates the performance of assigned staff in accordance with pre-planned and mutually understood performance goals.
16. Transforms raw data into meaningful and engaging reports and tools for teachers, administrators, central office staff, and the community.
17. Performs other duties related to the position, as assigned.

Position Expectations

1. Knowledge of and ability to use database query languages for schools, regions, CCSD, and state reporting needs.
2. Knowledge of and ability to use data visualization software at Enterprise level for development and deployment.
3. Demonstrate a high level of self-confidence, initiative, self-direction, and problem-solving skills.
4. Ability to interpret test results.
5. Ability to gather and analyze information from a variety of sources with minimal direction.
6. Ability to communicate clearly, both verbally and in writing.
7. Ability to work cooperatively with principals, teachers, support professionals, and central office personnel.
8. Ability to translate functional needs into clear problem definitions and solutions.
9. Ability to write clear, accurate, and concise reports, documentation, user instructions, correspondence, and other written materials.
10. Ability to contribute to the efficiency and effectiveness of the division's service to CCSD staff by offering suggestions and directing or participating as an active member of a development team.
11. Ability to maintain current knowledge of technology and new computer-user applications.
12. Ability to coordinate multiple projects and meet predetermined deadlines.
13. Ability to design effective databases and database schemas.
14. Ability to design effective data dictionaries.

Position Requirements

Education and Training

An earned bachelor's degree from an accredited college or university; or,
Currently serving as a professional-technical employee with the Clark County School District.

Licenses and Certifications

None specified.

Experience

1. Satisfactory service in corresponding or related positions or five (5) years of successful supervisory experience related to the administrative position.

2. Experience with statistical analysis in the educational setting.
3. Working knowledge of data management and Structured Query Language (SQL).
4. Working knowledge of a programming language, such as Python or PHP (Hypertext Preprocessor).
5. Successful performance in the position held at the time of application.

Preferred Qualifications

1. Advanced degree or coursework beyond Bachelor's degree from an accredited college or university.
2. Coursework in statistics, assessment, and/or evaluation.
3. Teaching experience.

When applying for an administrative position, candidates must meet the minimum qualifications as listed on the appropriate position vacancy announcement.

AA/EOE Statement

The Clark County School District is proud to be an equal opportunity employer. The Clark County School District is committed to providing all applicants and employees equal employment opportunities without regard to race, color, religion, sex, gender identity or expression, sexual orientation, national origin, genetics, disability, age, military status, or other characteristics protected by applicable law. Here at Clark County School District, we are a diverse group of people who honor the differences that drive innovative solutions to meet the needs of our students and employees. We believe that through a culture of inclusivity, we have the power to reflect the community we serve.

Job Revision Information

- Revised: 04/30/25
- Created: 01/23/12