

CLARK COUNTY SCHOOL DISTRICT

Human Resources Division

COORDINATOR III – DATA SPECIALIST

Reference Code: A507

Division: Assessment, Accountability, Research, and School Improvement

Classification: Professional-Technical

Terms of Employment: Range 40 of the Unified Administrative Salary Schedule, 12 Months

FLSA STATUS: EXEMPT

POSITION SUMMARY: This position functions to provide the assigned service area with critical assistance in conducting area-wide data analysis and verification, train service area and school personnel, and prepare a wide variety of area and school reports directly related to the improvement of instruction through data-driven decision making. This position is directly responsible to the Director, School Improvement.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

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

1. Provide direct advice and expertise to the Assistant Superintendent and principals regarding the use of state assessments and Clark County School District interim assessment data to guide instruction including assisting principals in the data analysis required to support strong adequate yearly progress (AYP) appeals and school improvement planning.
2. Coordinate the collection, verification, analysis, and issue resolution for data use in schools.
3. Consult, train, and assist area staff with analyzing and interpreting data for accountability, school improvement, AYP, and data-driven decision making to improve instruction.
4. Develop a comprehensive professional development series for area and school personnel directly relating to school improvement, Quality Assurance Framework, and Accountability for data-driven decision making.
5. Instruct area and school personnel in the use of the Instructional Data Management System (IDMS) within the context of accountability, school improvement, and improved instruction.
6. Provide area schools with annual school profiles and P-Value reports, and standard and/or customized IDMS reports, as requested, to assist in the preparation of the School Improvement Plans (SIP).
7. Assist with the review and graphic analysis of all norm-referenced tests (NRT), criterion-referenced test (CRT), Nevada High School Proficiency Examination (NHSPE), and interim assessment data for the area and schools.
8. Provide standardization and quality assurance regarding area and school data and reporting.
9. Serve as liaison with the various District divisions regarding AYP data analysis and accountability and curriculum initiatives, including school improvement and technical assistance training.
10. Provide consultation, guidance, and expertise to the area and the public regarding No Child Left Behind (NCLB), NRS 385, school improvement, accountability, Quality Assurance Framework, and IDMS.
11. Communicate and explain complex educational and curricular issues and curriculum trends in an understandable manner.
12. Provide areas and schools with statistical analysis assistance and educational research regarding data-driven decision making and research-based best practices to improve instruction.
13. Ensure compliance with all federal, state, and local regulations regarding the reporting of data for accountability, AYP appeals, and school improvement.
14. Work with the area staff to formulate the area improvement plan and accountability report.
15. Work with area staff to support formulation of plans and grant opportunities, as necessary.
16. Perform other duties as assigned.

POSITION EXPECTATIONS:

1. Proficient in the use of Statistical Package for the Social Sciences (SPSS), Excel, Microsoft Word, and various data analysis software packages to organize, analyze, and display data as required by local mandates, AYP, NCLB, NRS 385, Summer Advanced Gifted Education (SAGE), and school improvement.

2. Experience in communicating clearly, both orally and in writing, complex statistical and testing information in an understandable fashion.
3. Ability to establish and maintain effective working relationships with District administrators, teachers, and support staff.
4. Thorough working knowledge in the construction and use of formative/summative testing programs and in the application of basic statistical procedures.

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:

A valid driver's license that allows the applicant/employee to legally operate a motor vehicle in Nevada.

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 an educational setting.
3. Experience with accountability, school improvement, and data analysis.

Preferred Qualifications:

1. Currently serving as a licensed employee with the Clark County School District.
2. Currently holds a master's degree or higher.

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

Equal Employment Opportunity – Affirmative Action

The Clark County School District is an equal opportunity employer and will not knowingly discriminate in any area of employment. Those include discriminatory recruiting and hiring practices against any United States citizen or legal alien on the basis of race, color, creed, religion, sex, age, marital status, national or ethnic origin, or disability and shall extend to working conditions, training, promotion, and terms and conditions of employment.