

Caswell County Schools

Position Description

Position Title: Accountability/Student Information Coordinator

Reports to: Director of Technology

Salary: State Salary Schedule; Dependent on experience

Qualifications:

- Master's degree in Administration or Testing or Evaluation or equivalent combination of education and experience
- 3 or more years of successful experience in school administration, testing/evaluation, data analysis or equivalent experience required.

GENERAL DESCRIPTION OF POSITION:

The employee performs a variety of technical and computer support functions for the student information system. Work at this level requires a substantial knowledge of student accounting procedures and regulations, source data, and the functionality of the student information system in order to support school operations and to generate federal, state, and local electronic files effectively. The employee is responsible for overseeing and distributing all state and local (formative/summative) assessments and reports.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Prepare assessment calendars
2. Follow all rules, policies, and procedures of Caswell County Schools, along with state and federal regulations pertaining to testing issues.
3. Monitor the administration of any district assessments and investigate discrepancies in administration.
4. Attend statewide training sessions and conduct local training sessions for school staff on proper conditions, practices, procedures for testing, as well as supervising school wide coordination of test implementation. Monitor proper use, further dissemination, and maintenance of score reports.
5. Accurately analyze, interpret, and clearly communicate test results to NC Department of Public Instruction officials, school personnel, parents, and students within specified dates.
6. Keep all testing records on file and easily accessible.
7. Orders all test materials for the schools, verifies shipments; coordinates with building testing coordinator the delivery of test materials; coordinates repacking and shipment of materials back to state testing department.
8. Scan and upload all documents into the Secure Shell for NCDPI.
9. Print and deliver formative assessment materials to schools.
10. Maintains and utilizes the student information system.
11. Selects data from varied sources, summarizes, and analyzes information for standard reports to building level and district administrators and State Department of Public Instruction
12. Prepares customized reports of local school needs.

13. Prepares and/or maintains computer records of student attendance; enters data from submitted forms.
14. Maintains records of student suspensions, student withdrawals, record of reasons for student withdrawal and students' plans and prepare periodic statistical reports.
15. Maintains, generates, and distributes student demographic, scheduling, and grading information.
16. Facilitates transfer of student information between schools and student intake into system.
17. Builds new databases to generate special reports/electronic files designing formats in which to display data.
18. Prepares and/or maintains student discipline data and produces statistical reports of the data.
19. Provides professional development aligned with data analysis.
20. Additional duties as assigned.

Knowledge, Skills, and Abilities:

- Knowledge of student information management software used by the school system and with the state
- Knowledge of transcripts, End of Course assessments, graduation requirements, and career pathways is required
- Thorough knowledge of DPI standards, student accounting procedures and regulations, and state and local requirements as they apply to student information
- Working knowledge of computer hardware and software applications
- Ability to maintain complete and accurate records
- Ability to communicate clearly and concisely, both orally and in writing; ability to communicate well with school personnel, employees, and central office staff
- Thorough knowledge of educational research methodology
- Considerable knowledge of computers
- Comply with confidentiality requirements in local, state, and federal policies and statutes.
- Ability to establish and maintain effective working relationships as necessitated by work assignment
- Physical ability (able to exert up to 20 pounds of force occasionally) and dexterity to perform the duties and responsibilities of the job
- Has substantial knowledge of student accounting procedures and regulations

Interested persons presently employed by Caswell County Schools should contact Nicole McGhee, Director of Human Resources by writing a letter stating their desire to be considered for this position.