

JOB DESCRIPTION Data and Information Technology Specialist

TITLE: Data and Information Technology Specialist

QUALIFICATIONS:

- Bachelor or Masters degree
- 1-2 years of full-time experience working in schools
- Extreme knowledge of Accountability Model and Business Rules
- Excellent problem solving skills
- Organizational skills, multi-tasking abilities
- Ability to travel between all campuses
- Advanced Knowledge of Microsoft Office, specifically Microsoft Excel and Microsoft Access

REPORTS TO: Director of Curriculum and Instruction

JOB GOAL: Under the directive of the Director of Curriculum and Instruction and Superintendent, the Data and Information Technology Specialist will work in tandem with the District Database Manager, and will be responsible for managing our school's data reporting needs to various local, state and federal entities. All activities will be conducted while promoting and supporting Sunflower County Consolidated School District major initiatives.

PERFORMANCE RESPONSIBILITIES:

1. Advise administrators of Accountability requirements.
 2. Use effective people skills to communicate
 3. Demonstrate understanding and proficient use of current software related to assessment and accountability.
 4. Assist in investigating and resolving testing irregularities.
 5. Supervises the scoring of all assessments and conducts statistical analyses of results for all schools and areas of group testing conducted.
 6. Develops and delivers professional development on the administration of assessments, use of data, and data analysis with teachers and administrators.
 7. Creates documents that assist in the analyzation of school level and District level data
 8. Makes quarterly reports to the Board on benchmark assessment data
 9. Attends and facilitates data sessions at schools upon request
 10. Prepares informative reports, including graphic tabular and narrative forms, and instructional materials for all stakeholders.
 11. Develops the annual assessment calendar for the district including benchmark, developmental, and summative assessments.
 12. Maintains a data collection and reporting calendar
 13. Implements and leads the Data Management Committee, including scheduling the meetings, preparing the agenda, tracking and following up on action items and recording and distributing the minutes.
 14. Evaluates on an ongoing basis the district's assessment programs.
 15. Provides counsel as to potential data processing programs in the area of student testing and supervises their implementation.
 16. Keeps continually informed regarding research in psychological and educational testing and the development of useful information and improved assessments for use in educational and counseling programs.
 17. Oversees the Program Evaluation Process
 18. Oversees the creation and dissemination of District benchmark assessments
 19. Identify strengths and challenges across the district and within schools based on student achievement data and share findings with Principals and Teachers after each major assessment round.
 20. Serves as the Assistant District Test Coordinator
 21. Serves as the District MTSS liaison
 22. Any other duties as assigned by the Director of Curriculum and/or Superintendent.
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TERMS OF EMPLOYMENT: **12 Months** **Certified/Exempt**

EVALUATION: Performance of this job will be evaluated by Director of Curriculum and Instructions.

Approved by the School Board on: