



Poudre School District

HUMAN RESOURCES DEPARTMENT

JOB DESCRIPTION

Job Title:	Assessment & Analytics Coordinator	FLSA Status:	Exempt
Job Family:	Professional	Pay Range:	Q
Prepared/Revised Date:	January 18, 2023	Job Code:	32432
		Days:	260

SUMMARY: Support implementation of state, district, and local assessment programs and participate in the development and maintenance of a comprehensive data analytics system that supports PreK-12 leadership and community partners. This position will assist in building a systemwide analytics culture to improve experiences and outcomes for PSD students and staff. Maintaining data integrity in all analytics processes results in trust and subsequent use of data analytic tools by a wide array of system stakeholders. To carry out this vision of institutional excellence requires creative problem-solving skills, project-oriented work preferences, and a high level of proficiency with written and oral reports/presentations. Data visualization, a fluent understanding of fundamental statistical concepts, and proficiency in working with large data sets to carry out analyses with precision are key skills for this position.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Description of Job Tasks	
1.	Manage three times a year, the district-wide local test administration of NWEA MAP assessments, including collaboration with the IT department regarding account management, test administration, and data uploads in the PSD student information system. Test administration includes associated training of School Assessment Coordinators, Support school staff awareness/use of results via knowledge of associated district-developed and vendor reports/tools.
2.	Collaborate with other assessment department administrators toward knowledge and capability to manage state assessment systems (e.g., CMAS, PSAT, SAT) within PSD, including associated training and support of School Assessment Coordinators and required materials management.
3.	Collaborate with department staff in monitoring data accuracy and maintaining records systems associate with Acadience, MAP, CMAS, PSAT, SAT, and ACCESS assessment systems. Provide support, disseminate information , and respond to inquiries associated with these assessment systems as needed.
4.	Access and synthesize information from student information systems, raw assessment files, surveys, and other sources to develop and disseminate systemwide research/evaluation reports and maintain/update data-visualization tools (i.e., Power BI). Support PSD stakeholders in use of associated findings/information toward system-improvement efforts (attaining the District Ends).
5.	Assist in developing, conducting, and reporting results for employee, student, family, and community surveys (primarily online surveys using a tool such as Survey Monkey). Reporting results includes oral presentations, short written reports, and development/maintenance of associated data visualization tools to promote broad system access and use.
6.	Attend work and arrive in a timely manner.
7.	Perform other duties as assigned.

EDUCATION AND RELATED WORK EXPERIENCE:

- Bachelor’s degree with coursework in statistics, quantitative analysis, measurement assessment, research methods; or the equivalent in relevant work experience.
- Experience in educational assessments and data systems strongly preferred.
- Equivalent combination of education and experience acceptable.



LICENSES, REGISTRATIONS or CERTIFICATIONS:

- Criminal background check required for hire.
- Valid Colorado driver’s license.

TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:

- Effective communication, collaboration, technical writing, presentation, and facilitation skills.
- Ability to work within team structures to meet deadlines while ensuring accuracy and completeness of projects.
- Proficient oral and written communication skills.
- Interpersonal relations skills.
- Customer service and public relations skills.
- Critical thinking and problem-solving skills.
- Project management and office management skills.
- Organizational skills with the ability to prioritize tasks.
- Ability to collect, organize, and analyze large amounts of raw data.
- Proficient use of on-line survey tools (i.e., Survey Monkey) to create, disseminate, and analyze survey results.
- Knowledge of computer-assisted data-analysis and data-visualization tools and software (i.e., Power BI, SPSS)
- Advanced experience with Excel functions and statistical software (i.e., SPSS, R, HLM 6, etc.).
- Ability to appropriately select and use data analysis tools and techniques.
- Ability to adjust the presentation of performance data to match the level of understanding of the intended audience so it is understandable and informative.
- Knowledge of general education principles, assessments, and tools.
- Knowledge of research design, sampling procedures, descriptive and inferential statistics, and data presentation techniques.
- Ability to maintain honesty and integrity in all aspects of the job.
- Ability and willingness to adhere to attendance requirements, including regular and punctual employee presence
- Ability to promote and follow Board of Education policies, Superintendent policies and building and department procedures.
- Ability to communicate, interact and work effectively and cooperatively with people from diverse ethnic and educational backgrounds
- Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment and report unsafe conditions to the appropriate administrator.

MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:

- Operating knowledge of and experience with personal computers and peripherals.
- Operating knowledge of and experience with Microsoft Word, Excel, Power BI, PowerPoint, Access, Publisher, Outlook, FrontPage and/or other department software packages.
- Operating knowledge of and experience with typical office equipment.

REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:

	POSITION TITLE	# of EMPLOYEES
Reports to:	Chief Institutional Effectiveness Officer	
Direct reports:	none	



PHYSICAL REQUIREMENTS & WORKING CONDITIONS: *The physical demands, work environment factors and mental functions described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

PHYSICAL ACTIVITIES:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand		X		
Walk		X		
Sit				X
Use hands to finger, handle, or feed	X			
Reach with hands and arms		X		
Climb or balance	X			
Stoop, kneel, crouch, or crawl	X			
Talk				X
Hear				X
Taste	X			
Smell	X			

WEIGHT and FORCE DEMANDS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds		X		
Up to 25 pounds		X		
Up to 50 pounds		X		
Up to 100 pounds	X			
More than 100 pounds	X			

MENTAL FUNCTIONS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Compare				X
Analyze				X
Communicate				X
Copy				X
Coordinate				X
Instruct		X		
Compute				X
Synthesize				X
Evaluate				X
Interpersonal Skills				X
Compile			X	
Negotiate	X			

WORK ENVIRONMENT:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Wet or humid conditions (non-weather)	X			
Work near moving mechanical parts	X			
Work in high, precarious places	X			
Fumes or airborne particles	X			
Toxic or caustic chemicals	X			
Outdoor weather conditions	X			
Extreme cold (non-weather)	X			
Extreme heat (non-weather)	X			
Risk of electrical shock	X			
Work with explosives	X			



WORK ENVIRONMENT:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Risk of radiation	X			
Vibration	X			

VISION DEMANDS:	Required
No special vision requirements.	X
Close vision (clear vision at 20 inches or less)	
Distance vision (clear vision at 20 feet or more)	
Color vision (ability to identify and distinguish colors)	
Peripheral vision	
Depth perception	
Ability to adjust focus	

NOISE LEVEL:	Exposure Level
Very quiet	
Quiet	
Moderate	X
Loud	
Very Loud	