



Poudre School District

HUMAN RESOURCES DEPARTMENT JOB DESCRIPTION

Job Title: **Assessment Data Technician**
 Job Family: **Administrative Support Services**
 Prepared/Revised Date: **June 13, 2016**

FLSA Status: **Non-Exempt**
 Pay Range: **SS65H**
 Job Code: **32412**

SUMMARY: Responsible for supporting the Assessment Coordinator in the implementation of state, district, and local assessment programs, including data management and facilitating necessary trainings. Provide data analysis and present findings from the design and creation of reporting solutions to fulfill requests and inquiries for schools, departments, and administration.

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	Frequency	% of Time
	Daily = D Weekly = W Monthly = M Quarterly = Q Annually = A	On an annual basis, e.g. 10 hours of a 40 hour work week = 10/40 = 25%
1. Design and maintain complex records systems, charts, survey, and reports. Use SPSS, Excel, R, HLM, and a student information management system to create data files and produce reports to meet the district's information needs for continuous improvement and program evaluation. Disaggregates data for schools and areas of testing groups of interest.	D	10%
2. Consult on research and evaluation projects including design, data collection, analysis, hypothesis testing, reporting and presentation of results.	D	5%
3. Attend work and arrive in a timely manner.	D	1%
4. Work with Information Technology Department to manage help desk tickets by develop non-routine queries, analyses, and reports to support data requests; conduct a variety of data analysis and educational research in response to requests from schools and administrative staff.	W	10%
5. Manage district-wide local test administration (MAPS, etc.) including training, reporting results, and data entry.	Q	25%
6. Perform duties of data steward for state assessments (PARCC, CMAS, DLM, etc.), including managing student registration, collaborating with departments, distribution and collection of test materials interpreting and reporting the District's assessment programs, procedures and results.	A	30%
7. Assist with annual accreditation process including data collection, updating charts, graphs, and compiling information for School Improvement Process online notebooks.	A	10%
8. Facilitate technical trainings to site and District personnel regarding assessment and evaluation activities; provide support and disseminate information and respond to inquiries.	A	5%
9. Perform other duties as assigned.	Ongoing	4%
	TOTAL=	100%

EDUCATION AND RELATED WORK EXPERIENCE:

- Bachelor's degree in computer science, statistics, or computer information systems
- At least three years of experience in assessment data processing, analysis, development, and maintenance required
- Experience in educational assessments and Colorado educational 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; presentation; and, facilitation skills.
- Ability to analyze and organize large amounts of raw data
- Proficiency in conducting quantitative data analyses
- Knowledge of computer-assisted data analysis tools and software
- Advanced experience with Excel functions and statistical software (SPSS, R, HLM 7, SAS, etc.)
- Ability to appropriately select and use data analysis tools and techniques
- Experience in conducting ANOVA, ANCOVA, Multiple Linear Regression, Logistic Regression, Factor Analysis, and hierarchical linear models in applied settings.
- Experience with both technical and non-technical presentation of analytic results
- 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 educational principles, assessments and tools
- Knowledge of statistics and research methodology
- 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 and willingness to learn new software programs that assist in the analysis of performance data

MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:

- Operating knowledge of and experience with personal computers and peripherals.
- Operating knowledge of and experience with Microsoft Word, Excel, PowerPoint, Access, Publisher, Outlook, FrontPage and/or other department software packages.
- Operating knowledge of and experience with typical office equipment, such as telephones, copier, fax machine, E-mail, etc.

REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:

	POSITION TITLE	# of EMPLOYEES
Direct reports:	This job has no direct supervisory responsibilities.	

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



PHYSICAL ACTIVITIES:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
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				
Up to 25 pounds				
Up to 50 pounds		X		
Up to 100 pounds				
More than 100 pounds				

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			
Risk of radiation	X			
Vibration	X			

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

NOISE LEVEL:	Exposure Level
Very quiet	
Quiet	
Moderate	X



NOISE LEVEL:	Exposure Level
Loud	
Very Loud	