



## TEHAMA COUNTY DEPARTMENT OF EDUCATION JOB DESCRIPTION COORDINATOR: EDUCATIONAL DATA ANALYST

### DEFINITION:

Under general supervision of the Assistant Superintendent, Administrative Services, this position is responsible for providing useful and relevant district and school data reports and displays to the Superintendent, district and site administrators, county personnel, and all interested stakeholders.

### ESSENTIAL FUNCTIONS AND JOB DUTIES:

Any one position may not include all of the listed duties, nor do all of the listed examples include all tasks, which may be found in positions within this classification.

- Work closely with the County Office staff, technology team, as well as Tehama County district/school staff, to provide integration of data services.
- Coordinate and oversee the administration of county office student mandated testing and assessments.
- Coordinate, submit and maintain the accuracy and reliability of mandated State and Federal data-related reports.
- Disaggregate data and generate data displays as needed for department reports, district and school reports and state or federal mandated reports to include TCDE School Accountability Report Cards (SARCs).
- Provide training to stakeholders to ensure accurate data entry, analysis and reporting.
- Keep current with all new testing requirements and testing programs and provides related training to district/school and departmental staff.
- Coordinate state and federal mandated testing and assessment of students, to include correspondence and inquiries from testing agencies, ordering and distributing test materials, maintaining test records (physical and electronic) and student data uploads (TOMS data entry).
- Maintain security and confidentiality with the entire testing process, including distribution, administration, collection, retrieval and shipment of all test materials within a designated timeframe, and disaggregation of data from these test administrations.
- Work with testing vendors and California Department of Education to resolve discrepancies and problems with testing/scoring/administration.
- Work with Technology Department to ensure adequacy of testing hardware and programs.
- Participate in collaborative meetings; consults with county office department, district and school personnel in the areas of LCAP and federal plan development and implementation; assists in the writing and evaluation of such plans.
- Provide research information as needed and requested for instructional program areas.
- Participate in available and relevant professional development opportunities.
- Create surveys and coordinates administration of surveys given to staff/parents/students; collect data from these surveys to create reports and displays.
- Other related duties as assigned.

### EXPERIENCE AND EDUCATION:

Any combination of experience and training that would likely provide the required knowledge and skill is qualifying. A typical way to obtain the required knowledge and skill would be:

- Bachelor's degree in computer science, education, administration and leadership, business administration, or related field required. Master's Degree preferred.





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- Minimum three years of experience working with informational technology within a public agency, education setting preferred.
- Minimum two years of state mandated testing processes and reporting.
- Experience with the financial and student information systems used in California education agencies (SQL server, Escape, Microsoft Access and Excel, CALPADS, Aeries, CASEMIS, etc.).
- Experience with various software products used for data analysis, integration and reporting.
- Experience in strategic planning and implementation processes.

KNOWLEDGE OF:

- Personal computers, peripherals and analytics platforms to include SQL databases.
- Program evaluation, data collection and data analysis as related to educational agencies.
- Federal and state statutory regulations, policies and procedures applicable to school business, district and school accountability and student data management and reporting.

ABILITY TO:

- Maintain a high degree of confidentiality, flexibility, initiative, and creativity.
- Operate a computer and related peripherals.
- Collect and manage data from the county office and district SIS (student information systems).
- Develop data tables, administer controlled access to relational databases, and prepare custom reports and analysis of business and instructional data.
- Prioritize work and to meet deadlines.
- Exercise a high level of responsibility in dealing with administration and state agencies.
- Speak, read, write, and communicate effectively.
- Work independently with a minimum of guidance and supervision, Ability to follow oral and written directions.
- Must have personality to maintain human working relationships and collaborative interactions with others, with county office staff and district/school staff.
- Must possess a valid California Driver's license and proof of liability insurance coverage.

PHYSICAL DEMANDS:

The physical requirements indicated below are examples of the physical aspects that this position classification must perform in carrying out essential job functions.

- Persons performing service in this position classification will exert 10 to 20 pounds of force frequently to lift, carry, push, pull, or otherwise move objects.
- This type of work involves sitting most of the time, but may involve walking or standing for brief periods.
- Perceiving the nature of sound, near and far vision, depth perception, providing oral information, the manual dexterity to operate business related equipment, and handle and work with various materials and objects are important aspects of this job.

Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job.

TERMS OF EMPLOYMENT:

Salary and work year to be established by County Superintendent.



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**HRS Office Use Only**

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**APPROVED**

Print Name: Noelle DeBortoli Title: Executive Director, Human Resource Services

Signature: Noelle DeBortoli

Date: July 10, 2019