

DELANO UNION SCHOOL DISTRICT
DISTRICT INSTRUCTIONAL DATA SPECIALIST

JOB SUMMARY:

Under the direction of the Assistant Superintendent of Programs, provide support in curriculum and professional learning; provide leadership and support for assessment, implementation and evaluation of the curriculum and instruction programs at assigned school sites to improve student achievement and eliminate the achievement gap; coordinate data processing activities and communications between the District Office and school-site personnel; facilitate the computerized collection, management, manipulation and distribution of data used for analysis.

REQUIRED QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential job function 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.

1. Education and Credential: Must possess a Bachelor's degree with a valid California Teaching Credential

2. Experience: Prior and ongoing successful experience teaching at the elementary or middle school level; understanding of the state standards; ability to provide effective technical feedback; experience in compiling and verifying data and preparing reports.

ESSENTIAL FUNCTIONS OF THIS POSITION:

- A. Provide leadership to ensure understanding of and promote the educational objectives of the District.

- B. Prepare and maintain a variety of records and reports related to assigned activities.

- C. Operate a variety of office equipment including a computer and assigned software.

- D. Plan and deliver staff development to teachers.
- E. Collect all paperwork in a timely manner for inclusion into the data collection system.
- F. Design, collect data, report and monitor student progress on district assessments.
- G. Assist District personnel in diagnosing curricular needs through assessment data.
- H. Assist staff with analyzing and interpreting related data.
- I. Train and support staff in utilization of instructional data and programs as needed.
- J. Prepare training and informational materials for District personnel as directed.
- K. Input, process, maintain and evaluate a variety of data and information
- L. Prepare and maintain a variety of records and reports for District personnel.
- M. Assist with the coordination, implementation, assessment and improvement of instruction throughout the district.
- N. Assist teachers in aligning assessment strategies with current curriculum, instruction and student outcomes.
- O. Operate a vehicle to conduct work.
- P. Provide relevant resources, to staff and others.
- Q. Assist and support the implementation of the District's LEA and School Site Plans.
- R. Work with students and adults.
- S. Perform other duties as assigned.

Incorporated within one or more of the previously mentioned essential functions of this job description are the following essential physical requirements. Place the applicable number from the chart below that best indicates what percentage of time is spent on each of the following essential physical requirements. The categories refer to the overall requirements on an annual basis:

- | | |
|---------------------------|--------------------------------|
| 1. Seldom = Less than 25% | 3. Often = 51.75 |
| 2. Occasional = 25 - 50% | 4. Very Frequent = 76% & above |

- 3 a. Ability to work at a desk, conference table or in meetings of various configurations.
- 3 b. Ability to stand and circulate for extended periods of time.
- 2 c. Ability to see for purposes of reading laws and codes, rules and policies and other printed matter and observing students.
- 3 d. Ability to hear and understand speech at normal levels.
- 3 e. Ability to communicate so others will be able to clearly understand a normal conversation.
- 2 f. Ability to bend and twist, stoop and kneel, crawl, push, pull.
- 1 g. Ability to lift 50 lbs.
- 1 h. Ability to carry 50 lbs.
- 2 i. Ability to reach in all directions.

OTHER RELATED FUNCTIONS OF THIS POSITION:

1. Attend and participate in assigned meetings and conferences.
2. Gives, understands, and carries out oral and written directions; works effectively in challenging situations and in changing conditions.

3. Effectively operates the student information computer software.
4. Prioritizes and schedules work.
5. Maintains and establishes appropriate confidentiality of materials.
6. Meets timelines and schedules.

Employee: _____ Date: _____

Authorized Representative: _____ Date: _____

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of their responsibilities, duties and skills required of personnel so classified.

Board Approved: June 11, 2018