

ELK GROVE UNIFIED SCHOOL DISTRICT

CLASS TITLE: DATA INTEGRATION SUPPORT SPECIALIST

BASIC FUNCTION:

Under the direction of the College and Career Options Director or Program Specialist, plan, coordinate, design, conduct or oversee research and evaluation activities associated with implementation of the California Career Pathways Trust (CCPT) grant; provide training and information to site and District personnel, including instructional coaches and teachers, to facilitate informed decision-making regarding use of data for the improvement academy and pathway programs and delivery of related instruction and other services to students.

ESSENTIAL FUNCTIONS:

Plan, coordinate and conduct activities related to data collection, analysis and reporting activities for assigned CCPT programs; provide formal and informal staff development for teachers related to use of data to inform instruction.

Facilitate development of CCPT procedures for data collection, implementation and reporting options, including the initial set-up of procedures, business rules, and data definitions to support the file structure transfer of data to be uploaded and shared by agencies partnering in EGUSD's CCPT grant.

Work with school and district administrators and staff on the interpretation and use of measures associated with student outcomes, and evaluation information to improve instructional practices; develop means to evaluate effectiveness of implemented strategies to improve instructional practices.

Use student performance data to work with CCPT coaches and teachers to develop academy and pathway goals and plans for improvement of the implementation of cross-curricular, project-based and work-based learning activities.

Conceptualize, design, and implement methodologies, to conduct large and small-scale research and evaluation studies; develop data collection and survey instruments, coordinate data collection, maintain quality control of data processing and manipulations, perform statistical analysis of the resulting data and interpret findings.

Organize, compile, and analyze data collected from original sources or extracted from district and community partner databases; accurately produce and interpret findings; develop summary reports for various audiences, and for state, federal, or grant reporting purposes.

Design and oversee development of related data collection and entry protocols and related reports, as needed, with the Technology Services department, including oversight of processes such as archival of data and the establishment and maintenance of related schedules.

Participate in the interpretation and presentation of findings to a variety of audiences including personnel in participating CCPT academy and pathway programs, parents, District administrators and the Board of Education; prepare reports and presentation materials.

Work in collaboration with CCPT coaches and academy and pathway lead teachers; participate in the development and implementation of short- and long-range CCPT training strategies.

Maintain knowledge of national, state, regional, and local educational data sources; maintain an awareness of the major professional educational journals and current research; maintain an awareness of state and regional government agencies producing and disseminating CCPT-related data; serve as a liaison with the major local and statewide data providers.

Operate a variety of office equipment including a computer and specialized software including desktop publishing, charts and graphics, word processing and spreadsheets.

Perform related duties as assigned.

DEMONSTRATED KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Research and evaluation, data collection, processing, analysis and reporting.

Methodology used in educational research design and statistical analysis.

Effective instructional strategies, e.g., direct instruction, grouping strategies, English language development strategies, project- or problem-based learning

Theory and practice related to student learning, program evaluation, and educational measurement, including a variety of standardized and performance-based assessment practices.

Database systems and data management.

Survey design and development.

Oral and written communication skills.

Applicable laws, codes, regulations, policies and procedures.

Interpersonal skills using tact, patience and courtesy.

Operation of a computer and assigned software including desktop publishing, charts and graphics, word processing, spreadsheets and software applications relevant to social science research.

Statistical and mathematical computations and measurements.

Public speaking techniques.

ABILITY TO:

Plan, coordinate, design, and conduct activities related to data collection, research, and evaluation.

Serve as a trainer and technical resource in data analysis and related databases for processing and reporting results.

Accurately analyze and interpret student performance data, research, and evaluation results and provide clear and concise narrative and graphic explanations of data and trends.

Assist staff in interpretation student performance data.

Plan and analyze work to utilize the capabilities of available equipment and software.

Make accurate mathematical and statistical computations.

Maintain current knowledge of trends and advances in the field.

Communicate effectively both orally and in writing.

Interpret, apply and explain rules, regulations, policies and procedures.

Establish and maintain cooperative and effective working relationships with others.

Operate a computer and assigned office equipment.
Analyze situations accurately and adopt an effective course of action.
Meet schedules and time lines.
Work independently with little direction.
Complete assignments successfully with minimal direction and supervision.
Plan and organize work.
Prepare comprehensive narrative and statistical reports.
Prepare and perform a variety of oral presentations.
Maintain consistent, punctual and regular attendance.
Hear and speak to exchange information and make presentations.
Move hands and fingers to operate a computer keyboard.
See to read a variety of materials.
Sit or stand for extended periods of time.

EDUCATION AND EXPERIENCE REQUIRED:

Any combination equivalent to: bachelor's degree in a related field and college-level course work necessary to complete required credentialing program, three years of successful classroom teaching experience, and one year of experience in assessment testing, data analysis, test development, educational research or related field.

LICENSES AND OTHER REQUIREMENTS:

Valid California Teaching Credential.
Valid California Class C driver license.
Year-round work schedule (181 days).

WORKING CONDITIONS:

ENVIRONMENT:

Office environment.
Driving a vehicle to conduct work.