A staff position located within the Educational Research and Assessment Department with responsibility of working with District administrators, principals, and teachers to facilitate assessment and survey activities, other data collection, data management, and reporting to support a data-informed school improvement process and delivery of content for nine areas within the District with the goal of assuring that data is clean, complete, accurate, and of sufficient reliability and validity for recommended purposes.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Coordinate, in cooperation with the Director of Education Research and Assessment:
  a. Collecting, reporting and storing of data that can be used for data-based decision-making pertinent to the areas of student evaluation, program evaluation, and school improvement,
  b. Developing assessments, surveys, and sources of data on other variables useful for the purposes described in item “a”,
  c. Training related to proper and actual implementation of data collection instruments,
  d. Assuring that data is clean, complete, accurate, and of sufficient reliability and validity for recommended purposes,
  e. Training related to assessment literacy and appropriate interpretation and use of data,
  f. Increasing the accessibility to data while maintaining confidentiality,
  g. Promoting appropriate, frequent, and widespread use of data for planning to address needs at student, classroom, school, and district levels,
  h. Troubleshooting for assessment facilitators and teachers during testing windows.

- Facilitate, in cooperation with the Director of Educational Research and Assessment and Director of Teaching and Learning, necessary ongoing development of District Assessments. Those responsibilities include the following:
  a. Use of test specifications to assure proper alignment,
  b. Promoting consistency and comparability,
  c. Implementation of procedures to promote fairness.

- Facilitate, in cooperation with the Director of Educational Research and Assessment, the Director of Teaching and Learning, and Executive Director of School Improvement, the ongoing development and implementation of reports to guide data-informed school improvement.
ESSENTIAL DUTIES AND RESPONSIBILITIES continued

- Facilitate, in cooperation with the Director of Educational Research and Assessment and Associate Superintendent of Curriculum and Instruction, the development and implementation of increasingly reliable and valid standards-based reporting on student performance:
  a. Assuring proper alignment,
  b. Promoting consistency and comparability,
  c. Implementing procedures to promote fairness, and
  d. Assuring, promoting, and educating staff in ethical testing practices.

- Work with District IT Department on the development and management of relevant databases.

- Perform other duties as assigned.

MINIMUM QUALIFICATIONS

- Demonstrated skills in educating and communicating with adult professionals
- Experience in using spreadsheet and database applications
- Experience in facilitating professional group decisions and projects
- Experience in developing and conducting staff development
- Interest in acquiring proficiency with other data management application
- Knowledge of standards-based instruction and assessment
- Knowledge of school improvement process
- Master's’ Degree in education and hold a Wyoming Standard License

PREFERRED QUALIFICATIONS

- Experience using information gained from assessment to change classroom practices
- Experience or interest in conducting educational research
- Experience and training in assessment and measurement
- Extensive experience with windows-based Microsoft Office and Google Suite
- Knowledge of District Curriculum and academic programs

SUPERVISORY RESPONSIBILITIES

- This position has no supervisory responsibilities.

LANGUAGE SKILLS

- Ability to read, analyze and interpret common scientific and technical journals, financial reports, and legal documents. Ability to write speeches and articles for publication, that conform to prescribed style and format. Ability to effectively present information to top management, public groups, and/or board of directors.
LANGUAGE SKILLS continued

- Ability to read, analyze and interpret the most complex documents. Ability to make effective and persuasive speeches and presentations on controversial or complex topics to top management, public groups, and/or board of directors.

MATHEMATICAL SKILLS

- Ability to work with mathematical concepts such as probability and statistical proportions to practical situations.

- Ability to apply advanced mathematical concepts such as exponents, logarithms, quadratic equations and permutations. Ability to apply mathematical operations to such tasks as frequency distribution, determination of test reliability and validity, analysis of variance, correlation techniques, sampling theory and factor analysis.

- Ability to comprehend and apply principles of advanced calculus, modern algebra and advances statistical theory. Ability to work with concepts such as limits, rings, quadratic and differential equations and proofs of theorems.

PHYSICAL DEMANDS

PHYSICAL ACTIVITIES:

- Under 1/3 of the time:
  - Stand
  - Walk
  - Reach with hands and arms
  - Climb or balance
  - Stoop, kneel, crouch, or crawl

- Over 1/3 of the time:
  - Sit
  - Use hands to finger, handle or feel
  - Talk or hear

REQUIRED MOVEMENTS:

- Bend
- Reach
- Squat
- Kneel – duration at one time – 5 minutes – 30 minutes
- Climb on Step Ladder
- Push or Pull less than 50 lbs
  - Twist – body part – above waist
  - Rotate – body part – above waist
PHYSICAL DEMANDS continued

WEIGHT LIMIT:

- **Under 1/3 of the time:**
  Ability to lift up to 50 lbs

VISION REQUIREMENTS:

- 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)

HEARING DEMANDS:

- Ability to hear well enough for any type of position (e.g. normal hearing and audiogram including normal noise and speech discrimination)

WORK ENVIRONMENT

TYPICAL NOISE FOR THE WORK ENVIRONMENT:

- Quiet (e.g. library, private office)

I have read and understand the scope of this job and hold the minimum requirements:

Employee Name (please print): ____________________________________________________________

Employee Signature: ___________________________________________ Date: _______________