

JOB TITLE	DEPARTMENT	REPORTS TO
Coordinator of Accountability and Data Analysis	Assessment & Accountability	Executive Director of Assessment and Accountability

Position No: 77108	Length of Work Year: 12 Months
Salary Schedule: AD11	Date Approved: 12/12/17
FSLA: Exempt	Date Revised: 10/21/21

JOB GOAL
To provide leadership, support, instruction and oversight to the student assessment and State accountability process. To use statistical analysis of data and reporting to support leadership decision-making.

MINIMUM QUALIFICATIONS
<ol style="list-style-type: none"> 1. Bachelor's Degree (Master's Degree preferred) from an accredited educational institution and preferably in the field of mathematics, research, measurement, computer science, statistics, data science, or a related field. 2. Minimum 3 years of relevant work experience. 3. Experience in or knowledge of public school systems is desired. 4. Expert knowledge of data analysis tools (i.e. Excel, SPSS, SAS, SQL, Access) 5. Ability to turn complex problems into simple solutions. 6. Ability to develop engaging customer-facing products. 7. Ability to work effectively with a diverse group of people. 8. Ability to communicate effectively both orally and in writing. 9. Ability to perform the functions of the position.

DUTIES AND RESPONSIBILITIES
<ol style="list-style-type: none"> 1. Perform analysis tasks on data for entire district using SPSS, Excel, Access, and other software including frequencies, correlations, cross-tabulations, means tables, multivariate analyses, tests of significance, and other statistical details. 2. Utilize advanced statistical techniques and concepts (regression, properties of distributions, statistical tests, and proper usage, etc.) and clearly share out with stakeholders. 3. Manipulate data sets and build statistical models that can be shared with laypersons. 4. Create graphs, charts, and tables in Office 365 from assessment data which is clearly understandable by laypersons. 5. Direct the creation and implementation of systems to produce district documents such as statistical highlights for a broad audience. 6. Analyze and interpret school and student assessment results and communicate those findings to school administrators, teachers, parents, leadership, and central office staff. 7. Consult with school administrators and district leadership on selection, administration, scoring, and interpretation of State and district-created assessments. 8. Analyze various data sets for the purpose of program evaluation. 9. Analyze assessment results, prepare reports, maintain longitudinal student achievement data in collaboration with the IT Department, and provide other information as necessary to assist school administrators and other stakeholders in the documentation of student learning gains.

10. Serve as the liaison between the district and FLDOE on all issues related to school and district accountability.
11. Serve as the liaison between the district and schools for all questions related to school and district accountability.
12. Provide professional development in data analysis, student performance, and progress monitoring to increase student achievement.
13. Represent the school district at State meetings centered around district and school accountability.
14. Assist in providing accurate data-driven reports for all stakeholders to include, teachers, school leaders, and district leaders.
15. Prepare or oversee the preparation of required reports and maintain appropriate records.
16. Develop annual goals and objectives consistent with and in support of district goals and priorities.
17. Manage assigned projects and maintain timely and accurate information.
18. Works collaboratively with the Coordinator of Assessment to provide timely support for school and district personnel to achieve and maintain effective district-wide test administration, test material security, and accountability.
19. Directs test investigation processes. Supervises the documentation of irregularities according to the State and district requirements.
20. Engage in professional development and technical training to maintain expertise in best practices for managed assessments.
21. Assist in implementing the district's and department's goals and strategic commitments.
22. Exercise proactive leadership in promoting the vision and mission of the district and department.
23. Provide stellar customer service to all stakeholders.
24. Perform other duties as assigned by the Executive Director of Assessment and Accountability.

PHYSICAL DEMAND CLASS:

Light-Medium (LM) - Frequent lifting and carrying of objects weighing 20 pounds or less. Infrequent lifting and carrying of objects weighing 21-50 pounds. Frequent walking and/or standing is required to carry out duties.