



Job Description

POSITION TITLE: Educational Data & Assessment Specialist #2404

SALARY PLACEMENT: Classified Salary Schedule
Range 30

MINIMUM QUALIFICATIONS – EDUCATION, TRAINING AND/OR EXPERIENCE:

High school diploma or equivalent, and any combination of training, experience, and/or education equivalent to graduation with an A.A. degree from a recognized college or university. Two year experience working in an education setting, preferably with data as well as, knowledge of the State and Federal educational accountability systems, and knowledge of current California student assessment programs.

DESIRABLE QUALIFICATIONS – EDUCATION, TRAINING AND/OR EXPERIENCE:

Training in web design. Ability to design aesthetically pleasing, accurate, well written reports. Web design. Data analysis.

SKILLS AND ABILITIES:

Ability and desire to work cooperatively with teachers, staff, students and parents. Be flexible and receptive to change. Knowledge of program evaluation and data collection.

SUMMARY OF POSITION:

Under the direction of the Director of Venture Academy Family of Schools, the person in this position will coordinate all of Venture Academy's student assessment responsibilities (including SBAC, CAHSEE, CELDT, etc); work cooperatively with administration to complete annual state and local reports; have an active role in designing and maintaining the school's website; assist in the creation of promotional materials.

ESSENTIAL FUNCTIONS:

Essential functions may include, but are not limited to:

1. Order, distribute and maintain security of all test materials.
2. Train teaching staff on administration of state mandated assessments.
3. Learn and adhere to all regulations surrounding test security.
4. Develop schedules for all mandated tests.
5. Communicate effectively with teachers, staff, parents and students.
6. Attend workshops, conferences and meetings as appropriate.
7. Assist school administrators and staff with disaggregation of data.
8. Maintain the school's website.
9. Update Outlook Calendar, check Voicemail and Outlook regularly.
10. Perform other related duties as assigned.

PHYSICAL REQUIREMENTS:

Employees in this position must have the ability to:

1. Sit for extended periods of time.
2. Enter data in to a computer terminal/typewriter, operate standard office equipment, and use a telephone.
3. See and read a computer screen and printed matter with or without vision aids.
4. Hear and understand speech at normal levels and on the telephone.
5. Speak so that others may understand at normal levels and on the telephone.

6. Stand, walk, and bend over, reach overhead, grasp, push, pull and move, lift and/or carry up to 25 pounds to waist height.

WORK ENVIRONMENT:

Employees in this position will be required to work indoors in a standard office environment.

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