



**POSITION DESCRIPTION**

<b>JOB TITLE: Senior School Data Support Specialist</b> Job Class: 1025	
<b>DATE</b>	Office of the Chief Academic Officer  Research and Evaluation
<b>BARGAINING UNIT:ASC</b>	<b>FLSA STATUS:</b> <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Non exempt
<b>Pay Schedule:</b> <b>Pay Range:</b>	<b>Management Approval:</b>
<b>POSITION SUMMARY and PURPOSE:</b> Provides direct assistance to school leadership teams for data driven decision making. Assists schools in the identification/replication of best practices in literacy and mathematics. Collaborates with Specialists from other Central Services departments to ensure alignment of the state and federal accountability requirements under ESEA with other District policies, requirements and initiatives.	

**ESSENTIAL FUNCTIONS:** Indicate the approximate percentage of time devoted to each major task or group of related tasks. Summarize position in no more than 15 tasks, each of which requires at least 5% of incumbent's time.

- NOTE:** An essential function must meet the following criteria:
- 1) The reason the position exists is to perform that function,
  - 2) No other employee is available to perform that function,
  - 3) The function is highly specialized, and
  - 4) Removing the function would fundamentally alter the job.

1. Provides support to school level leadership teams and district personnel in data driven decision making.
2. Provides data for review planning and needs assessment.
3. Conducts professional development on the use of data to improve instruction. Leads discussion of data quality and improvement efforts.
4. Develops data warehouse report templates to better meet the user's needs.
5. Identifies and supports the replication of best practices, particularly in literacy and mathematics.
6. Completes and/or provides data for state and district required reports: Title I report, performance data for contracted and charter schools, the District Report Card, the AYP review of district and schools, ISES submissions and ESEA consolidated plan.
7. Assists district personnel with evaluations of various programs.
8. Actively supports the MPS Strategic Plan.
9. Performs other duties as assigned.

<b>SUPERVISION RECEIVED:</b> (Indicate the extent to which work assignments and methods are outlined,
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reviewed, and approved by others.)

General supervision provided by the Director, Research and Evaluation.

**SUPERVISION EXERCISED:** (List the number and titles of personnel directly supervised. Specify the kind and extent of supervision exercised by indicating one or more of the following: (a) assign duties; (b) outline methods; (c) direct work in process; (d) review completed work; (e) sign or approve work; (f) make hiring recommendations; (g) prepare performance appraisal; (h) take or recommend disciplinary action.

Supervises clerical staff.

**JOB REQUIREMENTS:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and ability required. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

**Education Requirements** (Include certificates, licenses, and/or registrations required.)

Masters degree in Education or related field is required.

**Experience Requirements**

Five years of experience interpreting and using student/school performance data is required. An understanding of the State of Wisconsin assessment and accountability provisions is preferred.

**Knowledge, Skills, and Abilities**

Effective oral and written communication and presentation skills are required. Skill at organizing resources and establishing priorities. Experience supervising staff and managing budgets is required. Excellent teamwork skills are essential. The ability to develop effective working relationships with diverse individuals at all levels is required. Must have excellent planning and organizational skills. A strong working knowledge of computer applications to include MS Office software, Hyperion, ESIS various database applications and the MPS Portal is required. Must be able to juggle numerous responsibilities with varying deadlines. The ability to maintain confidentiality of material is essential. The ability to gather data, compile information and prepare reports is required.

**WORKING ENVIRONMENT:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

General office environment.

*Reasonable accommodations requested by qualified individuals with disabilities will be made in accordance with the Americans with Disabilities Act (ADA) of 1990.*

**PHYSICAL DEMANDS:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job with or without reasonable accommodation.

General office environment, must be able to handle light lifting and occasional standing, bending. Must be flexible to work evenings/weekends as necessary.

**THIS DESCRIPTION DOCUMENTS THE GENERAL NATURE AND LEVEL OF RESPONSIBILITY ASSOCIATED WITH THIS POSITION. IT IS NOT INTENDED TO BE A COMPREHENSIVE LIST OF ALL ACTIVITIES, DUTIES AND RESPONSIBILITIES REQUIRED OF INCUMBENTS. IT IS NOT INTENDED TO LIMIT OR MODIFY THE RIGHT OF ANY SUPERVISOR TO ASSIGN, DIRECT, AND MONITOR THE WORK OF EMPLOYEES UNDER SUPERVISION.**