



POSITION DESCRIPTION

JOB TITLE: Data Support Specialist Job Class: 1216		
DATE	DEPARTMENT OR SCHOOL	DIVISION Assessment & Accountability
BARGAINING UNIT: ASC		FLSA STATUS: <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Non exempt
Pay Schedule:	Pay Range:	Management Approval:
<p>POSITION SUMMARY and PURPOSE: (Describe the general nature and level of work performed by this position.) Provide direct assistance to school based learning teams for assessment literacy and data driven decision making. Assist schools in the identification/replication of best practices in literacy and mathematics. Collaborate with Specialists from other Central Services departments and the Department of Public Instruction to ensure alignment of the state and federal accountability requirements under ESEA with other District policies, requirements and initiatives.</p>		

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. Compile, analyze and report data for schools in need of improvement.
2. Provide support to school based learning teams and governance councils in data driven decision making, including; developing sound needs assessments, prioritizing needs based on school data trends and developing objective and measurable target goals and methods of periodic monitoring.
3. Provide support to schools in analyzing and revising the schools' budgets to more effectively allocate resources toward improved student achievement.
4. Assist schools with identifying and implementing instructional strategies and professional development activities that are based on scientifically based research, particularly in literacy and mathematics.
5. Interpret, communicate and promote alignment of District policies and state/federal guidelines relative to assessment, promotion/graduation, accountability, curriculum and instruction.
6. Actively supports the MPS Strategic Plan.
7. Performs other duties as assigned.

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

Assignments are given less than once per week by the Director of Assessment and Accountability. There is relatively little routine work; there is considerable opportunity for improving methods and the necessity to make decisions.

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.

May supervise two staff including a Research Technician and a Secretary I.

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.)

Master's degree in Education or a related field is required.

Experience Requirements

Knowledge/understanding of the State of Wisconsin assessment and accountability provisions is required. Two years experience in school evaluation and financial management is helpful; five years experience in an educational environment is required.

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 and the MPS Portal is required. Must be able to juggle numerous responsibilities with varying deadlines. 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.

Ability to work under time deadlines and in an environment where frequent distractions prevail. Additionally, must be able to reason effectively in a respectful manner with individuals who may be upset or hostile. Evening and weekend work may be required to ensure timely completion of reports and to provide assistance to schools.

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.

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.