

Coordinator IV, Accountability and Research

Position Details

Job Code: U7403

Reference Code: A490

Division/Unit: Assessment, Accountability, Research, and School Improvement

Classification: Professional-Technical

Terms of Employment: [Step 41 of the Unified Administrative Salary Schedule, 12 Months](#)

FLSA STATUS: EXEMPT

Position Summary

This position will be responsible for conducting data analysis, overseeing testing programs, training school personnel, and preparing a wide variety of school, region, Clark County School District, and state reports and analysis necessary to manage state and District accountability programs. The individual selected for this position will be directly responsible to the Director of Research, Accountability, and Data Services, Assessment, Accountability, Research, and School Improvement (AARSI) Division, Academic Unit.

Essential Duties and Responsibilities

The list of Essential Duties and Responsibilities is not exhaustive and may be supplemented.

1. Consults, trains, and assists schools, region, and central office personnel with all state and District accountability programs.
2. Creates, completes, and disseminates school, region, and District assessment and Elementary and Secondary Education Act (ESEA) information and required reporting. Serves as liaison with the Nevada Department of Education (NDE) regarding ESEA data reporting and analysis.

3. Collects, validates, and reports all measures for the annual Nevada School Performance Framework (NSPF) accountability metrics to NDE.
 4. Provides quality assurance regarding data and all test reporting.
 5. Develops and conducts NSPF professional learning and technical assistance sessions for school, region, and District personnel.
 6. Serves as an expert resource for schools, region, and central office regarding the implementation of NSPF.
 7. Assists with the review, analysis, reporting, and dissemination of all Criterion Referenced Tests (CRT), Scholastic Aptitude Test (SAT), American College Testing (ACT), Measures of Academic Progress (MAP) assessment, and other formative assessment data.
 8. Serves as the District liaison for the National Assessment of Educational Progress (NAEP) rostering and reporting of results and represents the District in the NAEP Trial Urban District Assessments (TUDA) consortium.
 9. Collects and accurately reports all measures for the Office for Civil Rights Data Collection (CRCD) for the District.
 10. Develops accurate, relevant resources, and reports for schools, region, and central office.
 11. Assists with in-depth statistical analysis and research for the District.
 12. Supervises and evaluates the performance of assigned staff in accordance with pre-planned and mutually understood performance goals.
 13. Assists with test irregularity investigations and reporting.
 14. Maintains familiarity with current educational evaluation literature.
 15. Performs other duties related to the position, as assigned.
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Position Expectations

1. Working knowledge of data management practices and Structured Query Language (SQL).
2. Knowledge of state, federal, and local regulations and mandates related to state accountability systems.
3. Knowledge of Tableau and/or SQL Server Reporting Services (SRSS).
4. Working knowledge of Infinite Campus and ad hoc reporting.
5. Thorough working knowledge of criterion and norm-referenced testing.
6. Working knowledge of basic statistical procedures.
7. Ability to interpret test results.
8. Ability to gather and analyze information from a variety of sources with minimal direction.
9. Ability to communicate clearly, both orally and in writing.
10. Ability to work cooperatively with principals, teachers, support professionals, and central office personnel.

11. Demonstrate a high level of self-confidence, initiative, self-direction, and problem-solving skills.
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Position Requirements

Education and Training

An earned bachelor's degree from an accredited college or university or currently serving as a professional-technical employee with the Clark County School District.

Licenses and Certifications

None specified.

Experience

Satisfactory service in corresponding or related positions or at least five (5) years successful supervisory experience related to the administrative position.

Preferred Qualifications

1. Advanced degree or coursework beyond Bachelor's degree.
2. Coursework in statistics, assessment, and/or evaluation.
3. Teaching experience.

When applying for an administrative position, candidates must meet the minimum qualifications as listed on the appropriate position vacancy announcement.

AA/EOE Statement

The Clark County School District is proud to be an equal opportunity employer. The Clark County School District is committed to providing all applicants and employees equal employment opportunities without regard to race, color, religion, sex, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or military status or other characteristics protected by applicable law. Here at Clark County School District we are a diverse group of people who honor the differences that drive innovative solutions to meet the needs of our students and employees. We believe that through a culture of inclusivity we have the power to reflect the community we serve.

Job Revision Information

- Revised: 07/14/22
- Created: 10/07/04