CLARK COUNTY SCHOOL DISTRICT
HUMAN RESOURCES DIVISION

DATA RESEARCH – ASSESSMENT ANALYST
Class Code: 1487
Job Family: Information Systems
Classification: Support Staff
Terms of Employment: Pay Grade 58 on the Support Staff Salary Schedule
FLSA STATUS: NON-EXEMPT

POSITION SUMMARY:
Under general direction, analyzes data collected from various assessments, creates reports for both teachers and administrators, and makes supported suggestions for curriculum modification or instructional support.

ESSENTIAL DUTIES AND RESPONSIBILITIES:
This list of Essential Duties and Responsibilities is not exhaustive and may be supplemented.
1. Coordinates and facilitates the administration of standardized student testing for the purpose of ensuring that High School Proficiency Examination (NHSPE) and site-based assessments are delivered, scored, and results are disseminated accurately.
2. Researches current assessment systems within and outside of the Clark County School District. Researches current formative and summative assessment practices leading to increased student achievement K-12.
3. Updates/refines plan regularly to track progress and re-direct efforts as needed to respond to department and District initiatives (i.e., Balanced Assessment system requirements, etc.).
4. Ensures mandated student testing processes are maintained in a manner that is positive and effective for students and is in compliance with all relevant laws, guidelines, and regulations.
5. Assists the assessment department in the desegregation of testing data for the purpose of ensuring that data is accurate and communicated in an effective and efficient manner for the appropriate stakeholder.
6. Maintains a variety of records and files in both manual and electronic formats for the purpose of documenting activities and ensuring compliance with established guidelines.
7. Researches regulations and emerging trends in assessment for the purpose of ensuring compliance.
8. Assists with the review and graphic analysis of all District and State mandated assessments including, but not limited to: the Nevada summative assessments.
9. Conforms to safety standards, as prescribed.
10. Performs other duties related to the position, as assigned.

DISTINGUISHING CHARACTERISTICS:
Involves analyzing student assessment data, and creating reports for instructional leaders to assist with supporting instructional changes and promoting effective classroom practices in the Clark County School District.

KNOWLEDGE, SKILLS, AND ABILITIES (Position Expectations):
1. Knowledge of common database, spreadsheet, word processing, and Student Information System (SIS) programs.
2. Knowledge of statistical software such as Statistical Package for the Social Sciences (SPSS), data manipulation (sorting and summarizing data including descriptive statistics using pivot tables), working with common, delimited file formats (i.e., Comma separated values (.csv), Delimited text files (.txt), etc.), and basic statistical analyses (frequency counts, descriptive statistics, etc.).
3. Ability to organize, interpret, and present assessment results to support school-level and central office-level decision-making.
4. Ability to conduct research analysis to support the creation of literature reviews and research debriefs as it pertains to assessment data.
5. Ability to maintain current knowledge of technology and new computer user applications.
6. Ability to plan and organize work to meet schedules and deadlines.
7. Ability to work independently.
8. Ability to communicate clearly and concisely, both orally and in writing.
9. Ability to learn and apply the policies, procedures, laws, and regulations pertaining to assigned programs and functions.
10. Ability to work on teams with other coordinators, analysts, database administrators, and other District personnel.
11. Ability to ascertain that data content is accurate, correct, and verifiable to the greatest degree possible.
12. Self-starter with ability to conduct multiple projects concurrently, both independently and as a member of a collaborative team.
13. Ability to interpret test results to a variety of audiences.
14. Ability to gather and analyze information from a variety of sources with direction.
15. Possess physical and mental stamina commensurate with the responsibilities of the position.

POSITION REQUIREMENTS:

Education, Training, and Experience:
1. High school graduation or other equivalent (i.e., General Education Development (GED), foreign equivalence, etc.) and five (5) years experience working with teachers and school administrators on the collection and use of student academic data to improve instruction; or,
2. Bachelor’s degree in a related field (i.e., Statistics, Computer Programming, Computer Science) and one (1) year experience working with teachers and school administrators on the collection and use of student academic data to improve instruction.
3. One (1) year experience writing queries, functions, and stored procedures using Structured Query Language (SQL) or experience using statistical software and code (i.e., R, STATA, SPSS, or similar).
4. One (1) year experience in complex data analysis and report creation.

Licenses and Certificates:
None Specified

Preferred Qualifications:
1. Currently hold a Master’s degree or higher.
2. Coursework in statistics, assessment, and/or evaluation.
3. Demonstrated knowledge of best instructional and assessment practices.
4. Demonstrated knowledge of District and state curriculum.

DOCUMENT(S) REQUIRED AT TIME OF APPLICATION:
1. High school graduation or other equivalent (i.e., GED, foreign equivalency, etc.).
2. College transcript(s), if applicable.
3. Specific documented evidence of training and experience to satisfy qualifications.

EXAMPLES OF ASSIGNED WORK AREAS:
Clark County School District business offices - Assessment, Accountability, Research, and School Improvement Division, and travel to and from schools, and other District office settings.

WORK ENVIRONMENT:
Strength: Sedentary/Medium – Exert force to 20-50 lbs., occasionally; 10-25 lbs., frequently; up to 10 lbs., constantly.

Physical Demands: Frequent sitting, standing, walking, pushing, pulling, carrying, climbing, balancing, stooping, kneeling, crouching, reaching, handling, and repetitive fine motor activities. Mobility to work in a typical office setting and use standard office equipment. Stamina to remain and maintain concentration for an extended period of time. Hearing and speech to communicate in person, via video conferences and computers, or over the telephone. Vision: Frequent near acuity, occasional far acuity, and color vision. Vision to read printed and online materials, a Video Display Terminal (VDT) screen, or other monitoring devices.

Environmental Conditions: Climate-controlled office setting with temperatures ranging from mild/moderate to extreme cold/heat. Exposure to noise levels ranging from moderate to loud for occasional to frequent time periods.
Hazards: Furniture, office equipment, communicable diseases, chemicals and fumes (as related to specific assignment), and power/hand-operated equipment and machinery (as related to specific assignment).

EXAMPLES OF EQUIPMENT/SUPPLIES USED TO PERFORM TASKS:
Various computers, printers, copy machines, calculators, fax machines, telephones, etc.

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

This employer does not knowingly discriminate on the basis of race, color, religion, sex, sexual orientation, gender identity or expression, age, disability, or national origin.