

# Coordinator III, Assessment-Data Analyst

## Position Details

Job Code: U7402

Reference Code: A502

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

Classification: Professional-Technical

Terms of Employment: [Step 40 of the Unified Administrative Salary Schedule, 12 Months](#)

FLSA STATUS: EXEMPT

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## Position Summary

This position provides a critical role in conducting districtwide testing programs, conducting data analysis, and preparing reports. The person selected for this position is directly responsible to the Director III, Assessment Department, Assessment, Accountability, Research, and School Improvement Division (AARSI), Academic Unit.

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## Essential Duties and Responsibilities

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

1. Provides related professional learning for teachers and administrators, using expertise gained through teaching in a K-12 education system, in sound test administration, assessment literacy, and data analysis.
2. Assists in the disaggregation of student testing and related data for the purpose of ensuring that student testing data is compiled, analyzed, presented, and utilized in an accurate, effective, and efficient manner.
3. Researches regulations, technologies, and emerging trends in student testing, assessment, and data management for the purpose of ensuring compliance and

- providing additional information and/or recommendations to address a variety of program related requirements.
4. Prepares a wide variety of materials in both manual and electronic formats (i.e., reports, memos, instructions, presentations, etc.) for the purpose of assisting data-driven decision making, compliance documenting activities, providing written reference, and/or conveying information.
  5. Assists Clark County School District representatives, including the Clark County School District Board of Trustees, administration, teachers, students, parents/guardians, outside agencies, community members, and other stakeholders, to ensure that testing processes, student scores, and results are understood and used effectively.
  6. Assists with the review, reporting, and graphic analysis of all District and state mandated assessments; including, but not limited to: the criterion-referenced test (CRT), college and career ready assessment, English language proficiency assessment, and interim assessments.
  7. Researches current assessment systems within, and outside of, the District, including current formative and summative assessment practices leading to increased student achievement K–12, and makes recommendations based on vendor/assessment alignment to the Nevada Academic Content Standards (NVACS).
  8. Updates/refines plans regularly to track progress and re-direct efforts, as needed, to respond to department and District initiatives.
  9. Oversees and participates in collaboration between central services content experts and teachers districtwide for initiatives in the District.
  10. Performs other duties related to the position, as assigned.
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## **Position Expectations**

1. Knowledge of and ability to develop and manage external partnerships to drive impact at the school level.
2. Knowledge of and ability to project plan; aligning and managing activities toward execution of identified goals.
3. Ability to create accurate, high-quality support resources in multiple modes.
4. Ability to interpret test results to a variety of audiences.
5. Ability to gather and analyze information from a variety of sources with minimal direction.
6. Ability to translate functional needs into clear problem definitions and solutions.
7. Ability to communicate clearly, both verbally and in writing, complex statistical and testing information in an understandable fashion.

8. Ability to establish and maintain effective working relationships with District administrators, teachers, and support professionals.
  9. Ability to read, analyze, and interpret student assessment data to inform classroom instruction efforts and curriculum changes.
  10. Ability to define problems, collect data, establish facts, and draw valid conclusions.
  11. Self-starter with ability to conduct multiple projects concurrently, both independently and as a member of a collaborative team.
  12. Ability and willingness to learn and adapt quickly amidst new and shifting priorities.
  13. Proficient in Microsoft Office Suite, G Suite, database management, and comfortable learning new software.
  14. Knowledge of data manipulation (sorting and summarizing data; working with common, delimited file formats (i.e., \*.csv, \*.txt, etc.), and working with data management systems and basic analyses (frequency counts, descriptive statistics, etc.).
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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**

A valid driver's license or state-issued identification card.

### **Experience**

1. Satisfactory service in corresponding or related positions or five (5) years of successful supervisory experience related to the administrative position.
2. Experience with statistical analysis.
3. Experience developing and delivering professional learning.
4. Have previously demonstrated at least three (3) years of teaching experience in an accredited K-12 public or private school.

### **Preferred Qualifications**

1. Currently serving as a licensed employee with the Clark County School District.
2. Currently hold a Master's degree.
3. Coursework in statistics, assessment, and/or evaluation.

4. Demonstrated knowledge of best instructional and assessment practices.
5. Demonstrated knowledge of creating reports and/or visualizations using enterprise database or software.

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

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### **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: 09/07/23
- Created: 12/19/08