

# Coordinator IV, Data Services

## Position Details

Job Code: U7403

Reference Code: A900

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

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## Position Summary

This position will serve as a unified employee and will provide the Assessment, Accountability, Research, and School Improvement (AARSI) Division with critical assistance in conducting districtwide data analysis and verification, in providing technical assistance and on-going support in all areas of school improvement, and in preparing reports directly related to the improvement of instruction through data-driven decision making, with emphasis on the Nevada School Performance Framework (NSPF) and the School Summary Report. This position is directly responsible to the Director I, Accountability, Research, and Data Services, AARSI Division, 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. Organizes, coordinates, and streamlines data collection from various departments and divisions and the Nevada Department of Education (NDE) for the maintenance of data included in NSPF and the School Growth Summary Reports.
2. Provides direct advice and expertise to Clark County School District administrators regarding the use of state and District assessments to guide

- instruction as well as the data analysis required to support the NSPF, School Summary Reports, Growth Model, and school improvement planning.
3. Coordinates the collection, verification, and issue resolution for data used in school improvement, accountability, Instructional Data Management System (IDMS), INFORM, NSPF, Nevada Comprehensive Curriculum Audit Tool (NCCAT), and other District initiatives regarding data.
  4. Consults, trains, and assists personnel with interpreting data for accountability, school improvement, State Accountability Systems, Status/Growth/Gap/Post-Secondary, and data-driven decision making to improve instruction and curriculum.
  5. Serves as liaison with other District divisions/departments regarding data analysis and accountability, Nevada Growth Model, District curriculum initiatives, and school improvement and technical assistance.
  6. Provides consultation, guidance, and expertise to the division and the public regarding the Every Student Succeeds Act (ESSA) Waiver, data-driven decision making, school improvement, accountability, and IDMS/INFORM.
  7. Explains complex educational and curricular issues in an understandable manner.
  8. Assists with statistical analysis and educational research regarding data-driven decision making and improved instruction for the District.
  9. Ensures compliance with all federal, state, and District regulations regarding the reporting of data for accountability, Nevada Growth Model, and school improvement.
  10. Supervises and evaluates the performance of assigned staff in accordance with pre-planned and mutually understood performance goals.
  11. Transforms raw data into meaningful and engaging reports for teachers, administrators, and the community.
  12. Performs other duties related to the position, as assigned.
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## **Position Expectations**

1. Ability to interpret test results.
2. Ability to gather and analyze information from a variety of sources with minimal direction.
3. Ability to communicate clearly, both orally and in writing.
4. Ability to work cooperatively with principals, teachers, support professionals, and central office personnel.
5. Demonstrate a high level of self-confidence, initiative, self-direction, and problem-solving skills.

6. Ability to translate functional needs into clear problem definitions and solutions.
  7. Ability to write clear, accurate, and concise reports, documentation, user instructions, correspondence, and other written materials.
  8. Ability to contribute to the efficiency and effectiveness of the division's service to District staff by offering suggestions and directing or participating as an active member of a development team.
  9. Ability to maintain current knowledge of technology and new computer-user applications.
  10. Ability to coordinate multiple projects and meet predetermined deadlines.
  11. Knowledge of and ability to use database query languages for schools, regions, the District, and state reporting needs.
  12. Ability to design effective databases and database schema.
  13. Ability to design effective data dictionaries.
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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**

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 in the educational setting.
3. Working knowledge of data management and Structured Query Language (SQL).
4. Working knowledge of a programming language, such as Python or PHP (Hypertext Preprocessor).

### **Preferred Qualifications**

1. Advanced degree or coursework beyond Bachelor's degree from an accredited college or university.
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: 04/04/22
- Created: 01/23/12