

# Data Research – Assessment Analyst

## Position Details

Class Code: 1487

Job Family: Information Systems

Classification: Support Professional

Terms of Employment: [Pay Grade 58 on the Support Professional Salary Schedule](#)

FLSA STATUS: NON-EXEMPT

---

## Position Summary

Under general supervision, analyzes assessment data, creates reports for teachers/administrators, and suggests curriculum modifications or instructional supports.

---

## Essential Duties and Responsibilities

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

1. Coordinates and facilitates standardized student test administration to ensure that Nevada High School Proficiency Examination (NHSPE) and site-based assessments are delivered/scored and results are returned accurately.
2. Researches assessment systems and formative/summative assessment practices promoting increased K-12 student achievement.
3. Updates/refines plans regularly; tracks progress and re-directs efforts in response to Clark County School District and department initiatives (i.e., Balanced Assessment system requirements, etc.)
4. Maintains mandated student testing processes; complies with laws, guidelines, and regulations.

5. Assists the Assessment Department in disaggregating testing data to ensure accuracy; communicates data effectively and efficiently to appropriate stakeholders.
  6. Maintains electronic and hard-copy records/files to document activities and ensure compliance with established guidelines.
  7. Researches assessment regulations and emerging trends to ensure compliance.
  8. Assists in reviewing and graphically analyzing District- and state-mandated assessments, including the Nevada summative assessments.
  9. Conforms to safety standards, as prescribed.
  10. Performs other tasks related to the position, as assigned.
- 

## **Distinguishing Characteristics**

Analyzes student assessment data and creates reports for instructional leaders in support of instructional improvements and effective classroom practices in the 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 analyze research to support creation of literature reviews and research debriefs pertinent to assessment data.
5. Ability to keep current with technology and applications.
6. Ability to plan and organize work to meet schedules/deadlines.
7. Ability to work independently.
8. Ability to communicate clearly and concisely, verbally and in writing.
9. Ability to learn/apply pertinent policies, procedures, laws, and regulations.
10. Ability to work on teams with coordinators, analysts, database administrators, and other District personnel.
11. Ability to ascertain accuracy of data to the greatest degree possible.

12. Self-starter with ability to conduct multiple projects concurrently; able to work independently and in teams.
  13. Ability to interpret test results to a variety of audiences.
  14. Ability to gather and analyze information from differing sources.
  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 equivalency, etc.)
2. Five (5) years' experience working with teachers and school administrators in collecting and using student academic data to improve instruction; or, Bachelor's degree from an accredited college/university in a related field (i.e., Statistics, Computer Programming, Computer Science), and one (1) year of experience as described above.
3. One (1) year of 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 of experience in complex data analysis and report creation.

### Licenses and Certifications

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

### Preferred Qualifications

1. Currently hold a Master's degree or higher from an accredited college/university.
  2. Coursework in statistics and data assessment/evaluation.
  3. Demonstrated knowledge of District/state curricula and instructional/assessment best practices.
- 

## Document(s) Required at Time of Application

1. High school transcript or other equivalent (i.e., GED, foreign equivalency, etc.)
  2. Copy of a valid driver's license or state-issued identification card.
  3. Transcript(s) from an accredited college/university, if applicable.
  4. Specific documented evidence of training and experience to satisfy qualifications.
-

## Examples of Assigned Work Areas

CCSD Assessment, Accountability, Research, and School Improvement (AARSI) Division, and travel to/from schools and District offices.

---

## Work Environment

### Strength

Sedentary/medium – exert force of 20-50 lbs., occasionally; 10-25 lbs., frequently; up to 10 lbs., constantly.

### Physical Demand

Frequent sitting, standing, walking, pushing, pulling, stooping, kneeling, crouching, reaching, handling, and repetitive fine motor activities. Hearing and speech to communicate in person, via video conference and computers, or over the telephone. Mobility to work in a typical office setting and use standard office equipment. Stamina to remain seated and maintain concentration for an extended period of time. 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 settings with temperatures ranging from mild to moderate 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

Computers, printers, copiers, calculators, fax machines, telephones, etc.

---

## **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, 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: 08/10/23
- Created: 12/09/14