

Coordinator III, Data Specialist

Position Details

Job Code: U7402

Reference Code: A507

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

Position Summary

This position is responsible for providing the Assessment, Accountability, Research, and School Improvement (AARSI) Division and the Clark County School District with critical assistance in conducting data analysis and verification, technical assistance, and support to schools, regions, and District personnel. Prepare a wide variety of data reports directly related to the improvement of instruction through data-driven decision-making. The person selected for this position will be directly responsible to the Director, Research and Accountability, AARSI Division, Academic Unit.

Essential Duties and Responsibilities

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

1. Provides direct advice and expertise to District staff at all levels of the organization regarding the use of state assessments and District interim/benchmark assessments to guide instruction including assisting principals in the data analysis required for accountability and to support school improvement planning.
2. Coordinates the collection, verification, analysis, and issue resolution for data use in schools.
3. Consults, provides professional learning, and assists District and school staff with analyzing and interpreting data for accountability, school improvement, the Nevada Academic Content Standards (NVACS), and data-driven decision

- making to improve instruction.
4. Plans, develops, and implements personal learning directly relating to data-driven decision-making, data visualization, and the school improvement process.
 5. Provides schools with standard and/or customized reports.
 6. Assists with the review and graphic analysis of all student information data for the District and schools.
 7. Provides standardization and quality assurance regarding District and school data and reporting.
 8. Serves as liaison with various District divisions regarding student data collection, reporting, and analysis.
 9. Provides consultation, guidance, and expertise to the District, schools, and the public, regarding Nevada Revised Statutes (NRS) 385, 387, and 392.
 10. Communicates and explains complex educational and data issues in an understandable manner.
 11. Ensures compliance with all federal, state, and local regulations regarding the reporting of student data and the release of student records.
 12. Prepares reports, data presentations, data visualizations, and documents to be utilized by the Clark County School Board of Trustees and District leadership.
 13. Updates/refines plans regularly to track progress and re-direct efforts, as needed, to respond to department and District initiatives.
 14. Performs other duties related to the position, as assigned.
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Position Expectations

1. Proficient in the use of Microsoft Excel, Microsoft Word, G-Suite, and various data analysis, software packages to organize, analyze, and display data.
 2. Experience in communicating clearly, both verbally and in writing, complex statistical and student data information in an understandable fashion.
 3. Ability to establish and maintain effective working relationships with District administrators, teachers, and support professionals.
 4. Thorough working knowledge of database applications.
 5. Knowledge and ability to project plan, aligning and managing activities toward execution of identified goals.
 6. Knowledge of statistical software, data manipulation (sorting and summarizing data including descriptive statistics using pivot tables), working with common, delimited file formats (i.e., *.csv, *.txt, etc.), working with databases (i.e., Structured Query Language (SQL) Server), and basic statistical 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 in the educational setting.
3. Experience developing and providing professional learning.

Preferred Qualifications

1. Currently hold a Master's degree or higher from an accredited college or university.
2. Demonstrated knowledge of creating reports and/or visualizations using enterprise database or business intelligence software.

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: 06/21/23
- Created: 12/19/08