

## Twin Rivers Unified School District

## Position Description

Position: Data Management Assistant		Salary Grade: 112
Board Approved: 12/15/15	Effective: 2/1/16	FLSA: Non-exempt

### **Summary**

Assists in the collection, processing, organizing, and entry of data to support research and evaluation of student achievement and the viability of projects and programs. Researches, analyzes, and generates data to assess, support, and/or determine items such as enrollment growth and demographics, testing patterns, and program decisions. Works within specific research instructions as to method, process, and technique of data location and layout.

### **Distinguishing Career Features**

The Data Management Assistant is a technical position assigned to support research and assessment functions at the District level. Advancement to this position would be possible based on need and compliance with the stated job qualifications. Advancement is also possible from a Registration and Data Specialist position. Advancement to Data Management Specialist requires the ability to apply clearly defined program and research design procedures, conduct surveys, design data structures, and analyze statistical information.

### **Essential Duties and Responsibilities**

- Coordinates schedules and other logistics connected with administration of state and district assessment testing. Prepares and conducts in-services of site-based staff on various testing programs, including procedures and controls for distribution, collection, and use of materials.
- Researches and analyzes a variety of data, such as but not limited to, curriculum and student information, academic achievement, and special program reviews.
- Participates in a variety of data collection, organization, and reporting to support research and self-assessment on outcomes.
- Collects and processes alpha and numeric data onto established spreadsheet or database formats using computer-aided devices, survey, and other research information.
- Assists in the compilation and verification of survey and research data, by sampling and reviewing source documents to verify proper alphanumeric data transfer.
- Inputs and retrieves alphabetical and numerical information from internal and external sources in prescribed format, utilizing knowledge of various computer software packages that store and organize data. Reconciles notice of errors and inconsistencies generated by the software.
- Cross references data to ensure accuracy and completeness. Recognizes problems in source documents and corrects or calls to the attention of supervisor or designated liaison.

- Calls for, receives, and/or extracts information from external resources such as governmental agencies, according to specified criteria. Organizes information onto formats that facilitate data manipulation by other staff.
- Provides in-service training to administrators and staff on reading data from reports and research studies.
- Performs general clerical support services such as typing/keyboarding of routine correspondence, reports written by others, and filing.
- Establishes and maintains files as directed. Assembles, collates and prepares materials for distribution.
- Performs work such as posting records, making arithmetical computations and securing information from clearly indicative sources.
- May provide data management and decision support services to other departments and subjects such as institutional research, curriculum, finance, and human resources.
- Performs other duties as assigned that support the overall objective of the position.

## **Qualifications**

### ▪ **Knowledge and Skills**

The position requires working knowledge of student assessment and associated research laws, policies, procedures, and methods. Requires working knowledge of microcomputer software such as databases, spreadsheets, data entry or transfer to relational databases, statistical packages, and project management. Requires sufficient knowledge to prepare data flow diagrams and data entry descriptions. Requires a basic knowledge of research data entry procedures and formats, data formats used in conducting research and statistical tests, and the relationships of student performance and demographic data. Requires knowledge of and skills in preparing materials using proper American English language usage, grammar, syntax, composition, vocabulary, spelling and punctuation. Requires well-developed math skills sufficient to perform sequenced statistical computations. Requires well-developed human relations skills to facilitate small group in-service and provide technical assistance using appropriate lines of inquiry to elicit user needs or problems.

### ▪ **Abilities**

Requires the ability to carry out the essential functions of the position with general supervision. Requires the ability to facilitate small group in-service for training on research and testing topics. Requires the ability to extract data from information systems and generate reports using various software applications. Requires analytical ability to define and arrange data sequences and details, to design and produce technical reports. Requires the ability to interpret and apply State laws and regulations, District policies and procedures testing requirements. Requires the ability to use databases for data collection and analysis, projections, and related studies. Requires the ability to organize, prioritize, and perform tasks connected with multiple projects and meet expected time constraints. Requires the ability to develop and write procedures that guide data collection, assist users of special models and programs, and support decision analysis. Requires the ability to learn and apply computer-aided software and equipment used for scanning and rapid data transfer. Requires the ability to maintain productive relationships with staff and external

agencies. Requires work under pressure, meet deadlines and timetables, maintain attention to detail.

- **Physical Abilities**

Incumbent must be able to function effectively indoors in an office environment engaged in work of primarily a sedentary nature. Requires the ability to sit at a work station for extended periods of time. Requires near visual acuity to read written materials and computer screens. Requires hearing and speech ability for ordinary and telephonic conversations and to hear sound prompts from equipment. Requires sufficient hand-eye and finger dexterity to write, use a keyboard and mouse or other pointing device. Requires the ability to retrieve work materials. Requires the ability to perform rapid data entry.

- **Education and Experience**

The position typically requires completion of an Associates degree with courses in a subject using alphanumeric data such as psychology, economics, or market research, plus experience or demonstrated skill at organizing and interpreting research data.

- **Licenses and Certificates**

May require a valid driver's license.

- **Working Conditions**

Work is performed indoors where minimal safety considerations exist.