

SANTA CRUZ COUNTY OFFICE OF EDUCATION
ASSESSMENT, DATA, AND TECHNOLOGY SPECIALIST,
ALTERNATIVE EDUCATION

DEFINITION

Under the direction of the Director of Alternative Education, the Assessment, Data, and Technology Specialist will provide support to Court, Community, and Charter school students and staff in the Alternative Education Program in the training, organization, and implementation of both state and local assessments; Provide specialized assistance and support in the development, implementation and operation of computerized systems, TOMS, Power School, CALPads, or equivalents; Provide installation on, and management of Chromebook System; and act as a resource for the overall operation of computerized record keeping systems for local, state and federal reporting of educational programs.

SUPERVISION EXERCISED

Exercise no oversight over County Office staff.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

Coordinate state and local assessments and data analysis in collaboration with administration.

Create and implement state and local assessment timelines and communication plans.

Hold regular meetings with administration and/or site coordinators as needed.

Create staff trainings and resources related to state and local Star Renaissance testing.

Coordinate technology needed for state testing: equipment inventory and updates, inventory tracking system, ensure all test sites have materials needed.

Coordinate the securing of sites based on testing window and staff availability for all types of state testing, and work with site coordinators to ensure documentation is received.

Collaborate with the 504 and Special Education teams to coordinate needed accommodations and 1:1 testing for students.

Serve as point of contact for test sites.

Create and implement plan for ensuring 95% of students complete state testing.

Proactively participate in CAASPP and accountability systems trainings provided at the local and state level to stay informed of any requirements or changes.

Compile reports from the TOMS site to monitor participation in all Alternative Education schools during testing window.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES (CONTINUED)

Manage the inventory of all Chromebooks assigned to Alternative Education programs, both physically and technologically.

Develop and maintain user-friendly systems related to Chromebook inventory assigned to Alternative Education programs.

Support teachers with managing their student email lists.

Maintain and upkeep Santa Cruz COE, Alternative Education website and internal staff website.

Update and create flyers for Alternative Education programs and events.

Maintain and coordinate staff handbook with administration.

Support essential office duties such as make appointments, answer phone calls, and provide assistance for the public.

Support the office team with major projects and events such as graduation ceremonies.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Principles, methods, techniques, procedures, and practices of modern computerized systems.

Principles and practices of data collection and report preparation.

Modern office procedures, methods, and equipment including computer equipment.

English usage, spelling, vocabulary, grammar, and punctuation.

Principles and procedures of data collection, record keeping and report preparation.

Principles, techniques, and etiquette used in dealing with the public.

Student management Systems (TOMS and Powerschool), spreadsheets, word processing, presentations, Desktop Publishing.

Appropriate background with which to establish a good foundation for working with students, teachers, school administrators, and other community agencies.

Skill and Ability to:

Operate modern office equipment including computer equipment and applicable software programs.

Type and enter data at a speed necessary for successful job performance.

Skill and Ability to (Continued):

Learn the procedures, functions, and limitations of assigned duties.

Learn, interpret, and apply pertinent federal, state, and local laws, codes, and regulations including administrative and departmental policies and procedures.

Understand the organization and operation of the assigned department of the County Office necessary to assume assigned responsibilities.

Plan and organize work to meet schedules and timelines.

Work under supervision within a framework of standard policies and procedures.

Exercise good judgment, flexibility, creativity, and sensitivity in response to changing situations and needs.

Communicate clearly and concisely, both orally and in writing.

Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.

EDUCATION AND EXPERIENCE

Any combination equivalent to experience and training that would provide the required knowledge, skills, and abilities would be qualifying. A typical way to obtain the knowledge, skills, and abilities would be:

Education:

Equivalent to the completion of the twelfth grade or equivalent, supplemented by specialized training in computer program usage and technology.

Experience:

Two years of experience in computer program usage, terminology, and record keeping.

License or Certificate:

Possession of, or ability to obtain, a valid California driver's license and appropriate vehicle operation insurance.

Qualification Requirements:

To perform a job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed in the job description are representative of the knowledge, skills, and abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

SPECIAL REQUIREMENTS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be

made to enable individuals with disabilities to perform the essential functions. Essential duties require the following physical skills and work environment:

While performing the duties of this job, with or without the use of aids, the employee is regularly required to sit, stand or walk for extended periods of time; dexterity of hands and fingers to operate a computer, telephone and other standard office equipment; see and read a computer screen and printed matter; hear and understand speech at normal levels on the telephone or in person; speak so that others may understand at normal levels and on the telephone; and grasp, push, pull and move, lift and/or carry up to 10 pounds.

Ability to work in a standard office environment with some ability to travel to different sites and locations.

Approval Date: January 19, 2021