

PAR: Planning, Accountability and Research Specialist

<u>Reports to:</u>	Director for Planning, Accountability & Research
<u>Supervises:</u>	None
<u>Term of Employment:</u>	12 months
<u>Salary:</u>	Teacher Salary Scale
<u>FLSA Exempt/Non-Exempt:</u>	Exempt

- Qualifications:**
- **Graduation from a college/university**
 - **Strong background in computer technology recommended**
 - **Background in student information system recommended**
 - **Strong knowledge of curriculum, curriculum development, testing, and instruction in all areas**
 - **Any equivalent combination of education, experience and training that provides the required knowledge, skills, and abilities**
 - **Background in developing and delivering professional development**
 - **Background in spreadsheets and databases preferred**
 - **Minimum of 5 years school-based experience preferred**

Essential Job Functions:

- Updates, maintains and supports the district data dashboard for the district and school building sites
- Assists in management, regulation, and integration of the student information system
- Prepares, compiles, & submits reports related to state compliance
- Develops and delivers professional development on the administration of formative assessments, use of data, and data analysis, various data tracking/analysis tools, and student information systems
- Trains district-wide and/or school personnel to lead Data Teams in the different types of data to make timely and appropriate decisions about curriculum, assessment, and instruction
- Provides ongoing professional development for teachers and administrators in the areas of data collection and analysis
- Works with PLCs and administrators to provide support as needed and requested
- Interprets and reviews assessment data with administrators and teachers; supports planning of action steps
- Assists educators in utilizing state and assessment data for instructional and program decision making
- Participates in various district-wide committees as requested
- Prepares informative reports, including graphic tabular narrative forms, and instructional materials for all stakeholders
- Participates in activities which lead to continued professional growth

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- Acts as student information system support
- Supports district personnel with data organization, access, and integration
- Supports program integration with student information system and various other district programs
- Creates tools to streamline work at the district and school level
- Ensures compliance with various federal, state, and local policies, regulations, and laws
- Performs other tasks and assumes other responsibilities as may be assigned by supervisor

Physical and Cognitive Requirements:

The major physical and cognitive requirements listed below are applicable to this job classification within Moore County Schools.

Work in this classification is considered **light physical work** requiring the exertion of up to 20 pounds of force occasionally and a negligible amount of force frequently or constantly to move objects.

Must be able to:

- prepare, read and comprehend a variety of job related forms, reports, spreadsheets, maps, plans, records, documentation and correspondence in all languages required by the job
- understand and conform to all rules of punctuation, grammar, diction and style
- speak to individuals or groups of people with poise, voice control and confidence
- respond adequately to inquiries or complaints
- write using standard convention in all languages required by the job
- apply principles of logical or scientific thinking to define problems, collect data, establish facts and draw valid conclusions
- communicate effectively and efficiently in all languages required by the job using whatever communication device or system is required (telephone, Braille)
- use/interpret job related terminology, mathematical formulas and functions effectively and efficiently
- deal with people beyond giving and receiving instructions
- perform under stress, deal with persons acting under stress and adapt when confronted with emergency situations
- be sensitive to cultural differences among individuals and groups of persons
- operate a motor vehicle
- operate/use a variety of job specific machines and other office equipment
- manage multiple high priority initiatives in a fast paced, highly technical environment
- successfully perform the planning, directing, reporting and administrative responsibilities of this position