

## **GUILFORD COUNTY SCHOOLS JOB DESCRIPTION**

### **JOB TITLE: PROGRAM SPECIALIST III – ACCOUNTABILITY**

#### **GENERAL STATEMENT OF JOB**

Under limited supervision, performs a variety of professional and administrative tasks for state and federal accountability programs and for other district and school-level programs and initiatives. Employee is responsible for managing the district's graduation cohort data collection and reporting School Report Card verification process. Employee is responsible for managing projects involving data collection from multiple sources; responding to and completing data requests from central office staff and school staff; and assisting the division with various projects. Work involves using a variety of software packages to collect, organize, and analyze data. Employee must have strong organizational and interpersonal skills, and must ensure that data reports are accurate and conform to all ethical guidelines. Employee performs special projects at the request of the Executive Director for Accountability and Research. Reports to the Director of Research and Evaluation.

#### **SPECIFIC DUTIES AND RESPONSIBILITIES**

##### **ESSENTIAL JOB FUNCTIONS**

Assesses and organizes data generated from state and federal accountability programs, state tests and other assessments, program evaluations, and research projects. Manages data flow between the North Carolina Department of Public Instruction and the district's Accountability and Research division to monitor components of state and federal accountability program implementation.

Creates school level rosters for student tracking; conducts training for school designees on updating cohort rosters correctly; utilizes State level databases to help school designees locate students who have withdrawn; records all school level information into State databases; provides feedback to school designees whose rosters need updating or correcting; retains records of school level rosters for potential audits by District or State personnel.

Explains purpose of School Report Cards to school and district personnel; defines and identifies data sources for each Report Card indicator; understands print and web-based versions of Report Cards at school, district, and state levels; follows data preview process on behalf of schools and contact appropriate source when data questions arise; educates principals and other district personnel about ways to ensure accuracy of Report Card data; reports to District Relations staff and principals about communication tools that will be available prior to Report Card release.

Develops and implements data collection systems and other strategies to optimize data quality. Collects and compiles data from various sources, organizes and manages data, and designs and develops appropriate databases; establishes timelines for implementation.

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Creates, manages, and maintains accountability and research databases; ensures data security, monitors data quality, and controls access to databases.

Ensures overall quality of data; troubleshoots and corrects data errors and inconsistencies (e.g. missing data). Collaborates with departments in the division to ensure consistency and integrity of data.

Provides technical assistance and consultation to schools regarding state and federal accountability program policies and procedures.

Delivers support to schools and district staff by responding to requests for information and organizing and providing data for school improvement. Designs and prepares data, reports, tables, charts, and graphs as needed.

Maintains inventory of DPI-provided equipment within the Division of Accountability and Research.

Collaborates with colleagues in the Accountability and Research Division to conduct various projects and produce reports; serves on system-wide committees and teams as needed.

Attends seminars, conferences, workshops, classes, hearings, webinars, etc. as appropriate to enhance and maintain knowledge of trends and developments in accountability and testing; maintains contacts with education professionals to facilitate exchange of information, interprets, compiles, and disseminates information as appropriate.

### **ADDITIONAL JOB FUNCTIONS**

Performs special projects as assigned by Director of Research and Evaluation and/or Executive Director of Accountability and Research.

### **MINIMUM TRAINING AND EXPERIENCE**

Master's degree in computer science, education, or related field, and three to five years of experience in data analysis; or any equivalent combination of training and experience which provides the required skills, knowledge, and abilities. Must have the background and aptitude to become proficient with various software packages such as Word, Excel, SPSS/SAS/R, and North Carolina Department of Public Instruction scoring software. Prior experience with students in K-12 environment preferred.

### **SPECIAL REQUIREMENTS**

Must possess a valid North Carolina driver's license.

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### **MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS**

**Physical Requirements:** Must be physically able to operate a variety of equipment including computers, scanners, copiers, calculators, etc. Must be physically able to operate a motor vehicle. Must be able to exert up to 10 pounds of force occasionally, and/or a negligible amount of force constantly to lift, carry, push, and pull or otherwise move objects, including the human body. Light work usually requires walking or standing to a significant degree.

**Data Conception:** Requires the ability to compare and/or judge the readily observable, functional, structural or composite characteristics (whether similar or divergent from obvious standards) of data, people or things.

**Interpersonal Communication:** Requires the ability to speak and/or signal people to convey or exchange information. Includes receiving instructions, assignments or directions from superiors.

**Language Ability:** Requires the ability to read a variety of correspondence, reports, forms, articles, proposals, manuals, legislation, graphs, charts, etc. Requires the ability to prepare correspondence, reports, forms, charts, graphs, statistical analysis, etc., using prescribed formats and conforming to all rules of punctuation, grammar, diction, and style. Requires the ability to speak to people with poise, voice control and confidence.

**Intelligence:** Requires the ability to apply principles of logical or scientific thinking to define problems, collect data, establish facts, and draw valid conclusions; to interpret an extensive variety of technical instructions in mathematical or diagrammatic form; and to deal with several abstract and concrete variables.

**Verbal Aptitude:** Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Must be able to communicate effectively and efficiently in a variety of technical and professional languages including statistical and educational research terminology.

**Numerical Aptitude:** Requires the ability to utilize mathematical formulas; to add and subtract; multiply and divide; utilize decimals and percentages; and to apply the theories of algebra, descriptive statistics, statistical inference and statistical theory.

**Form/Spatial Aptitude:** Requires the ability to inspect items for proper length, width and shape. Motor Coordination: Requires the ability to coordinate hands and eyes rapidly and accurately in using office equipment.

**Manual Dexterity:** Requires the ability to handle a variety of items such as office equipment. Must have minimal levels of eye/hand/foot coordination.

**Color Discrimination:** Requires the ability to differentiate between colors and shades of color.

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**Interpersonal Temperament:** Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress and when confronted with persons acting under stress.

**Physical Communication:** Requires the ability to talk and hear: (Talking: expressing or exchanging ideas by means of spoken words. Hearing: perceiving nature of sounds by ear.) Must be able to communicate via telephone.

### **KNOWLEDGE, SKILLS, AND ABILITIES**

Thorough knowledge of and experience in database design, development, and management.

Thorough knowledge in data storage strategies and data security methods.

Thorough knowledge of the ethical guidelines applicable to testing and accountability and data collection and use as defined by federal and state policies, rules, and regulations.

Considerable knowledge of the current legislation, literature, trends, methods, and developments in the areas of state and federal accountability.

Considerable knowledge of the various tests required of public school students by the North Carolina Department of Public Instruction.

Considerable knowledge of state and local testing requirements.

Considerable knowledge of the principles of organization and administration.

Skill in using Access and Excel software or equivalent data management software. Skill in using SAS, SPSS, R, or equivalent statistical programs.

Skill in preparing and presenting data in a clear, understandable manner.

Ability to maintain complete and accurate records and to develop meaningful reports, charts, and graphs.

Ability to express ideas effectively, both orally and in writing.

Ability to establish and maintain effective working relationships.

Ability to manage own workload with strong attention to detail.

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### **DISCLAIMER**

The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees to this job.