



NORTHWEST REGIONAL EDUCATION SERVICE DISTRICT JOB DESCRIPTION

Position Title: EDUCATION RESEARCH AND DATA SPECIALIST

Department: Instructional Services

Location: As Assigned

Reports To: Director of Professional Learning

FLSA Status: Nonexempt

Bargaining Unit: OSEA

Salary: Technology Salary Schedule, Range N

Prepared Date: 8/2018

GENERAL DESCRIPTION:

The data specialist will contribute to the Professional Learning Team by accessing, collecting, analyzing and sharing qualitative and quantitative data and research with the team and the educators we serve. Additionally, this position is responsible for collaborating with educators to ensure their data collection systems are user-friendly, student confidentiality is protected, and that users understand the limitations of the data. This position requires a strong equity lens and skill at identifying and mitigating bias in research and data. This position will interface with the Instructional Services and Information Technology departments, educators in our region, our grant and university partners, and Oregon Department of Education. Requires the ability to troubleshoot with users and vendors, problem solve, follow-through and use sound judgment to determine root cause of issues and ensure a consistent experience for users.

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Bachelor's Degree or higher in Education Research, Computer Science or Information Management preferred. Equivalent experience/training and college coursework considered.
2. A minimum of three years of experience in a related role.
3. Advanced skills using Microsoft Office & Google Suite products
4. Experience and understanding of educational data and research systems in an educational environment.
5. Ability to understand the overall and detailed functions of a student information system and Oregon Department of Education's data systems.
6. Ability to analyze problems, provide recommendations, and implement solutions with a high degree of accuracy.
7. Excellent organizational and multi-tasking skills, and ability to deal with a variety of situations.
8. Ability to read, interpret and comprehend a variety of instructions.
9. Proven collaboration and leadership skills.
10. Strong interpersonal skills required. Ability to communicate fluently in English, verbally and in writing. Bilingual candidates preferred.
11. Ability to read, analyze and interpret job-related periodicals, professional journals, technical manuals or governmental regulations.
12. Ability to write reports, business correspondence and procedure manuals.

Clatsop Service Center

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13. Ability to understand and maintain security and confidentiality of customer information following department, agency and State/Federal standards, such as HIPAA and FERPA.
14. Maintain certificates, licenses and registrations as determined by the District, including valid driver's license and proof of insurance.

ESSENTIAL FUNCTIONS: Include the following. Performs some or all of the following tasks. Other Duties may be assigned. The duties listed below are not inclusive, but characteristic of the type and level of work assigned for this position.

1. Serve as the lead on data and research within the professional learning team
2. Coordinate, communicate and document knowledge management and subsequent troubleshooting and quality assurance
3. Conduct specific training for users regarding all functions of the knowledge management systems
4. Develop and deliver training, modeling appropriate use of technology in an instructional setting
5. Research, understand and leverage new and existing software tools to support knowledge management for school teams in our region
6. Contribute to the equity work of the professional learning team, NWRES D, and the school teams we serve
7. Assist with grant writing and reporting
8. Attend meetings as assigned
9. Maintain regular and consistent attendance and punctuality
10. Work collaboratively and communicate effectively with staff and educators across our region
11. Perform other duties and responsibilities as assigned

WORKPLACE EXPECTATIONS

- Demonstrate support for NWRES D Mission and Values and Strategic Plan Goals
- Establish and maintain a positive and respectful learning environment and working relationships with students, staff, administration, parents/guardians and community members
- Work effectively with and respond to people from diverse cultural backgrounds
- Participate in various meetings for the purpose of receiving information or sharing information and expertise with students, colleagues and parents/guardians
- Hold expectations for high performance of self
- Demonstrate computer literacy and operate software programs as related to job responsibilities
- Maintain accurate, complete and confidential records as required by law and District policy and regulations
- Maintain the integrity of confidential information relating to a student, family, colleague or NWRES D patron, and use or relay confidential information only in the course of performing assigned responsibilities
- Follow all laws, District policies, rules, regulations, memos, announcements and reasonable requests by proper authority
- Maintain regular attendance at work and work activities and punctuality regarding deadlines, meeting attendance and following schedules
- Work collaboratively with other departments



LANGUAGE SKILLS:

- Ability to read and comprehend complex technical language. Ability to write correspondence and memos.
- Ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization.

MATHEMATICAL SKILLS:

Ability to perform basic mathematical calculations with a high degree of accuracy.

REASONING ABILITY:

Ability to apply common sense to carry out detailed but basic written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Work is generally performed in an office environment. Travel to various sites may be required.

PHYSICAL DEMANDS:

The physical demands strength rating reflects the estimated overall strength requirements of the job. The strength rating is expressed by one of the five terms: Sedentary, Light, Medium, Heavy and Very Heavy. This position is classified as Light.

Note: The description contained herein reflect general details as necessary to describe the principle functions of this job, the level of knowledge and skill typically required, and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absences or relief, to equalize peak work periods, or otherwise to balance the workload.

NWRESD believes that every individual makes a significant contribution to our success. The administration reserves the right to modify, add or remove duties as necessary that still reflect the essential functions of the department. It is our expectation that every employee will offer his/her services wherever and whenever necessary to ensure the success of the ESD's goals.

Equal Opportunity Employer

NWRESD recognizes the diversity and worth of all individuals and groups. It is the policy of NWRESD that there will be no discrimination or harassment of individuals or groups based on race, color, religion, gender, sexual orientation, gender identity, gender expression, national origin, marital status, age, veterans status, genetic information or disability in any educational programs, activities, or employment.

Reasonable accommodations for the application and interview process will be provided upon request and as required in accordance with the Americans with Disabilities Act of 1990. Individuals with disabilities may contact the Chief Human Resources Officer at 503-614-1407 for additional information or assistance.

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Speech/Hearing impaired persons may contact the district for assistance through the Oregon telecommunications Relay Service at 1-800-735-2900.

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