



**BAY DISTRICT SCHOOLS  
DEPARTMENT OF HUMAN RESOURCES  
JOB DESCRIPTION**

**TITLE: DATA SPECIALIST**

**QUALIFICATIONS:**

1. Bachelor's Degree in related field preferred and/or comparable work-related experience
2. Proficiency in all Microsoft Office applications
3. Proficiency to utilize the district's mainframe computer application and student management systems
4. Knowledge of basic terminology in data analysis, testing, and security procedures
5. Ability to read, understand, and apply technical publications and reports
6. Ability to plan, organize, and coordinate multiple data processing and analysis tasks
7. Ability to communicate effectively to technical, non-technical, and instructional personnel
8. Ability to interpret and explain data analyses and reports, applicable state laws/statutes, and district policies/procedures to school personnel and other audiences
9. Ability to work with members of the MIS staff to coordinate data downloads and reports
10. Ability to work independently, make decisions, and be flexible

**PHYSICAL REQUIREMENTS:** Light

- *Light Work: Exerting up to 25 pounds of force occasionally and/or up to 15 pounds of force as frequently as needed to move objects.*
- *Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently and/or up to 10 pounds of force as needed to move objects.*
- *Heavy Work: Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently and/or up to 20 pounds of force as needed to move objects.*

**REPORTS TO:** As assigned by Bay District Organizational Structure.

**SUPERVISES:** As assigned by Bay District Organizational Structure.

**PERFORMANCE RESPONSIBILITIES:**

1. Supervises and checks production of data and makes necessary corrections to maintain accurate and reliable student data related to state assessment, state accountability, and federal (NCLB) accountability
2. Maintains computerized data files preprogrammed databases that ensure accuracy, accessibility, and alignment with state file layouts and codes
3. Disaggregates, consolidates, sorts information, produces lists, and generates reports for school and district staff
4. Creates detailed reports for schools that contain analyzed student and testing data to be utilized for school improvement and instructional planning
5. Creates reports to be used to schools and the district to forecast departmental and program needs, trends, priority for funding, and accountability outcomes
6. Performs specialized data entry, maintenance, retrieval, and report generation to support school decision-making
7. Compares data entered with source documents to verify format and detect errors
8. Maintains the security of student data
9. Maintains records of reports, data, and work completed
10. Assists schools and the public in interpreting, understanding, and using standardized test results, data reports, rules, and terminology
11. Attends state and regional meetings related to state assessment, accountability, and data management
12. Applies knowledge of computer software and other applications
13. Assists other assessment staff as needed
14. Performs other duties as assigned

**TERMS OF EMPLOYMENT:**

1. Successful completion of State and Federal Background check is required for employment.
2. Twelve (12) months. Paygrade as established by the School Board in Current Salary Schedule 6.

**EVALUATION:** Performance evaluated annually in accordance with School Board Policy.

*John J. Michael*

**APPROVAL**

Reviewed by Dept. of Human Resources

Date: JUN 9 2015  
Adopted by Bay District School Board