

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for providing resource assistance to school districts under the jurisdiction of a BOCES in the collection, analysis and interpretation of data for the purpose of school improvement and accountability for Regents reform initiatives. An incumbent provides direct support for data inquiry teams in addition to technical assistance to staff of school districts and BOCES in the interpretation and use of data from multiple sources (including, but not limited to New York State assessment data, student demographics, etc.). This includes annual data reports analysis, ongoing analysis of formative assessments, and structured methods to analyze student work. An incumbent supports or facilitates decision making in the areas of school-wide planning processes, curriculum development, staff development and training and other instructional services. The work includes support of the building principal in the capacity of data conversations and coordination of state assessments. The work is performed under the general direction of the Director of School Improvement with leeway allowed for the use of independent judgment in carrying out the details of the work.

TYPICAL WORK ACTIVITIES: *The typical work activities listed below, while providing representative examples of the variety of work assignments in the title, do not describe any individual position. Incumbents in this title may perform some or all of the following, as well as other related activities not described.*

Initiates and develops systems for BOCES and school districts to facilitate the evaluation of

student evaluation and school programs;

Meets with school administrators, instructional staff, and other support staff regarding

student programs; curricular goals and objectives;

Designs ways for school districts to utilize multiple sources of data for good educational,

curricular and program planning;

Designs ways for school districts to utilize multiple sources of data for effective educational,

Curricular and program planning;

Provides staff development and training opportunities for school staff in the use and analysis of student/program data to improve student performance and programs;

Prepares statistical and lay-language summaries of state, federal and other association reports on assessment and student data for presentation to various audiences, including

Administrators, Teachers, Boards of Education and the general public;

Assists in the interpretation of state and federal accountability systems and reports;

Assists school districts and BOCES in the development of regional performance reports and in the preparation materials related to the New York State Education Department (NYSED) School Report Card;

Participates in the review of program results to determine if established objectives are met;

Conducts a variety of surveys and data analysis of high interest concerns;

Coordinates grant evaluation activities, including data collection and analysis via surveys, observation and review of archival data;

Serves as a liaison to NYSED, Regional Information Center (RICS) and local committees;

Coordinates the state and local assessments required for Race to the Top initiatives;

Insures that all activities are conducted in accordance with established professional standards and protocols;

Does other related work as required.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL

CHARACTERISTICS: Thorough knowledge of the principles, practices and methods of educational research and planning; good knowledge of school district staff needs and responsibilities; good knowledge of educational objectives and trends; good knowledge of the preparation and use of statistical and research concepts and methods; good knowledge of curriculum, instruction and assessment; good knowledge of computer systems and common software programs, including database and spreadsheets; ability to coordinate and monitor programs; ability to maintain effective working relationships with groups and individuals; ability to read and to comprehend complex oral and written material; ability to clearly and concisely express ideas orally and in writing; tact and sensitivity to all population segments of the community and the ability to establish good working relationships with people from diversified social or economic backgrounds; ability to work effectively with school officials, agencies or business representatives, teaching staff, and the public; and resourcefulness and ability to independently complete projects.

MINIMUM QUALIFICATIONS: Either:

- (A) Graduation from a regionally accredited or NYS registered college or university with a Master's Degree or higher in Education, Social Work, Human Services, Business Administration, Public Administration, Social Sciences, Social Psychology, Statistics, Mathematics or a related field; or

(B) Graduation from a regionally accredited or NYS registered college or university with a Bachelor's Degree in Education, Social Sciences, Social Psychology, Statistics , Social Work, Human Services, Business Administration, Public Administration, Mathematics or a related field and two (2) years of experience in either teaching or in a position involving administering education systems or institutional research and planning.

(C) An equivalent combination of training and experience as indicated in (A) and (B) above.

NOTE: Your degree or credits must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree or credits were awarded by an educational institution outside of the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the Internet at: <https://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.

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Jurisdictional Class: Competitive

Public Hearing: N/A

NYS Civil Service Commission Approval: N/A

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Revised and Replaced in Classplan: 2/2/2023

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