

JOB TITLE: PROGRAM DATA SPECIALIST

GROUP: Professional/Technical (non-represented) LEVEL: 10 FLSA STATUS: Nonexempt

WORK DAYS PER FISCAL YEAR: 247 HOLIDAYS: 13

SUMMARY: The Program Data Specialist will work with the Data and Assessment Department to provide support for Highline’s Highly Capable Assessment coordination and data reporting. This position will manage and coordinate assessment processes used for qualification of students for Highly Capable Services, and collaborate with colleagues within Teaching, Learning & Leadership. Additionally, this position will provide administrative support in coordinating assigned projects such as compiling and distributing a wide variety of material and reporting, including student inventions.

CONTEXT AND MISSION: Highline Public Schools serves approximately 19,000 students in the communities of Burien, Des Moines, Normandy Park, SeaTac, and White Center in Washington State. In 2013, parents, students, community members, and staff at all levels of the district came together to develop a strategic plan that reflects our goals and dreams for our students. The plan was updated in 2018 to guide our work through 2023. The plan’s promise is that *every student in Highline Public Schools is known by name, strength, and need, and graduates prepared for the future they choose.*

The strategic plan is centered on Our Promise. It includes five big goals for Highline students, supported by Our Foundation.

- **Equity.** *We will disrupt institutional biases and end inequitable practices so all students have an equal chance at success.*
- **Instruction.** *We will reduce achievement and opportunity gaps by using culturally responsive, inclusive, standards-based instruction.*
- **Relationships.** *We will know our students by name, strength and need and have open, two-way communication with students, families and community partners.*
- **Support.** *We will increase student success by supporting their social-emotional and academic needs.*

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. This list is meant to be representative, not exhaustive. Some incumbents may not perform all the duties listed while in other cases related duties may also be assigned. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Coordinate all aspects of administration of CoGAT testing across the district, including but not limited to license acquisition, communication with schools and proctor training.
- Assist in the preparation of Highly Capable plan and data reporting between the district and state officials.
- Performs related duties as assigned by the Executive Director of Teaching, Learning and Leadership.
- Communicates with a wide variety of personnel (central office and school-based) for the purpose of ensuring that needs are understood and met and that district policies and procedures are clearly communicated.
- Compiles data from student testing assessments for the purpose of preparing reports or processing requests from central office and school-based staff.
- Coordinates assigned projects and/or program component for the purpose of completing activities and/or delivering services in a timely fashion.

JOB DESCRIPTION: PROGRAM DATA SPECIALIST

- Maintains a variety of manual and electronic documents, files and records for the purpose of providing up-to-date information in accordance with established administrative guidelines and legal requirements.
- Processes a variety of documents and materials for the purpose of disseminating information in compliance with established administrative guidelines.
- Attends department and/or in-service meetings for the purpose of conveying and/or gathering information required to perform functions.
- Performs other related duties assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

MINIMUM QUALIFICATIONS:

Education and Experience

AA degree

Two years demonstrated project management, specialist, business, computer or administrative experience

Proficient with technology, including use of Microsoft Office

PREFERRED QUALIFICATIONS:

Bachelor's Degree

Degree or coursework in the Social Sciences, Computer Science, Education or related field

Experience working in educational settings

Customer service experience

Excellent organization and record keeping skills

CONDITION OF EMPLOYMENT:

Criminal background clearance

Valid WA State driver's license and proof of insurance

KNOWLEDGE OF:

Principles and practices of assigned programs and students

School board policies and procedures

ABILITY TO:

Communicate effectively verbally and in writing

Operate a computer and related software

Maintain effective working relationships with individuals and groups in a multicultural and diverse community

Work collaboratively with school and central office administrators, teachers, parents, and community members

Demonstrate understanding of and experience with cultural competence

Remain flexible to changes in assignments or situations

Organize activities, set priorities, and follow instructions

Demonstrate organization, time management skills

Speak in public

Develop and manage systems for organization, communication, and follow up of tasks and decisions

Comply with school board policies and follow administrative procedures

REPORTING RELATIONSHIP: Executive Director of Teaching, Learning and Leadership

JOB DESCRIPTION: PROGRAM DATA SPECIALIST

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit, stand, and walk. The employee frequently is required to use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee must regularly lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, and ability to adjust focus.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee regularly works in indoor conditions and regularly works near video display. The noise level in the work environment is usually moderate. The employee must adjust to frequent interruptions in their work schedule.

*Job descriptions are written as a representative list of the **ADA essential** duties performed by the entire classification. They cannot include, and are not intended to include, every possible activity and task performed by every specific employee.*

CLASSIFICATION HISTORY

Revised by Human Resources as outlined by Ex Dir TLL. Job title formerly Program Specialist-Highly Capable. 2018.07.17

Revised Content and Mission statement, 2018.07-09

Created by Human Resources with input from Exec Dir-Inclusive Ed, 2016.09.20

Highline Public Schools, District #401, complies with all federal rules and regulations and does not discriminate in admission, access, treatment, or employment in education programs or hiring practices on the basis of race, creed, religion, color, national origin, age, sex, sexual orientation including gender expression or identity, marital status, honorably-discharged veteran or military status, the presence of any sensory, mental, or physical disability, or the use of a trained dog guide or service animal by a person with a disability. This holds true for all students who are interested in participating in educational programs and/or extracurricular activities. *Any person having inquiries should contact:* Age Discrimination Act, Americans with Disabilities Act, Affirmative Action, Civil Rights Act (employees), and Title IX: Chief Talent Officer, 206.631.3121, titleixofficer@highlineschools.org; Civil Rights Act: Executive Director of Student Support and Family Engagement, 206.631.3100, 206.631.3100, civilrightscoordinator@highlineschools.org; Section 504 of the Rehabilitation Act- Director of Health and Social Services, 206.631.3011, 504coordinator@highlineschools.org