



EMPLOYEE NAME: \_\_\_\_\_

Revised: 10/12; 12/12; 7/15; 6/18

### JOB DESCRIPTION

<b>POSITION TITLE:</b> Assessment Data Manager	<b>JOB CODE:</b> 417C
<b>DIVISION:</b> Accountability, Research & Grants	<b>SALARY SCHEDULE:</b> Professional/Supervisory Support
<b>DEPARTMENT:</b> Student and State Reporting	<b>WORK DAYS:</b> 238
<b>REPORTS TO:</b> Director Assistant Superintendent, Accountability, Research & Grants	<b>PAY GRADE:</b> Rank D (NK04)
<b>FLSA:</b> Exempt	<b>PAY FREQUENCY:</b> Monthly
<b>PRIMARY FUNCTION:</b> Responsible for the overall reporting of assessment data in support of effective instructional practices; provides communications and operational efficiency of assessment data in all Cobb County Schools and administrative departments/divisions; creates, implements, and maintains data file.	

### REQUIREMENTS:

1.	Educational Level: Bachelor Degree required; Master Degree or higher preferred
2.	Certification/License Required: None
3.	Experience: 5 years working in an educational setting, 3 years of successful experience designing and developing data reports
4.	Physical Activities: Routine physical activities that are required to fulfill job responsibilities
5.	Knowledge, Skills, & Abilities: Written and oral communication; considerable knowledge of computerized information systems including the operation and maintenance of data files; ability to gather data/reporting requirements, analyze, develop and execute a plan to report data to various stakeholder groups; experience developing and using Excel spreadsheets to analyze data; efficient time management skills; ability to establish and maintain effective working relationships with staff, vendors, and the general public.

*The Board of Education and the Superintendent may accept alternatives to some of the above requirements.*

### ESSENTIAL DUTIES:

1.	Demonstrates prompt and regular attendance.
2.	Assists with setting and monitoring performance targets for district and local school strategic plans.
3.	Develops PC and web-based assessment data reports/applications using industry standards.
4.	Coordinates efforts with other divisions/departments to integrate assessment and student reporting data with other applications.
5.	Coordinates the development and maintenance of necessary data collection and reporting tools in support of data-driven decision making by District staff.
6.	Facilitates timely and accurate data collection/correction processes for state/local accountability requirements/systems.
7.	Works with internal and external support personnel to ensure smooth delivery of online reporting; identifies and validates new features, functions, and requirements for a variety of reporting programs
8.	Assists in the design, development, and implementation of computerized data files and information systems within CCSD and external vendors as required.
9.	Develops and provides in-service activities and procedural manuals to administrators regarding reporting procedures for AdvancED and surveys.
10.	Provides assistance in the preparation of special analyses and reports to District administrators.
11.	Troubleshoots problems concerning database information/records using system utilities.
12.	Performs other duties as assigned by appropriate administrator.

Signature of Employee \_\_\_\_\_ Date \_\_\_\_\_

Signature of Supervisor \_\_\_\_\_ Date \_\_\_\_\_