



in support of program decision-making, program development and improvement and grant proposals to internal (SMCOE) and external clients.

Prepare, develop, negotiate and implement contracts with contracting data scientists and analysts; collect, compile, assemble and process related forms; prepare applications for grants; submit contracts and amendments for approval.

Coordinate data, assessment and accountability communications, services and information sharing between the County Office, Instructional and Student Services divisions, county LEA's, parents, outside agencies, and the public; and establish and maintain partnerships that facilitate and enhance support for continuous improvement of learning analytics services provided by SMCOE

Develop, implement and conduct training and staff development activities for classified and certificated data and assessment professionals in San Mateo County; prepare and deliver oral presentations and explain related principles, theories, standards, guidelines, requirements, practices, procedures and techniques related to learning analytics.

Provide consultation and technical assistance to contractors, personnel, administrators, outside agencies and others concerning data and assessment best practices; respond to inquiries and provide detailed and technical information concerning related standards, requirements, reports, contracts, funding, issues, resources, plans, principles, practices, laws, codes, regulations, policies and procedures.

Oversee and participate in the preparation and maintenance of a variety of records, reports and files related to the provision of learning analytics services including; contractor documentation, budgets, applications, compliance, personnel and assigned activities.

Develop and prepare the annual budgets for the Learning Analytics program; analyze and review budgetary and financial data; control and authorize expenditures in accordance with established limitations; research, obtain and maintain Program funding as directed.

Maintain current knowledge of effective methods, practices and standards related to educational assessment and data analysis; modify services to assure compliance with the evolution of best practices, standards and requirements as needed.

Communicate with administrators, personnel, students, outside agencies and the public to exchange information, coordinate activities and programs and resolve issues or concerns; prepare, receive and respond to a variety of correspondence.

Operate a variety of office equipment including a computer and assigned software; drive a vehicle to conduct work.

Coordinate, attend and conduct a variety of meetings; present materials and information concerning data and assessment best practices, issues, needs and activities; attend and participate in various committees, workshops and conferences.

**October 9, 2013**

**San Mateo County Office of Education**

**OTHER DUTIES:**

Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Principles, practices, procedures and techniques involved in the research, collection, analysis and reporting of large-scale quantitative data;

Data gathering tools, data analysis processes, program planning and program evaluation methods and procedures;

Data aggregation, formatting and reporting techniques;

California Longitudinal Pupil Achievement Data System (CALPADS) as well as the data management and student information systems commonly used in California;

The “Eight State Priority Areas” requiring data in the Local Control Accountability Plan;

Statistical analysis and data interpretation methods and techniques;

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that support educational data initiatives;  
Analyze and evaluate data and reach accurate conclusions;  
Perform statistical calculations accurately;  
Comprehend and apply complex information presented in written and numerical form;  
Prioritize projects to keep multiple projects moving in a timely manner to meet objectives and timelines;  
Provide consultation, training and technical assistance concerning data and assessment best practices;  
Communicate effectively both orally and in writing;  
Interpret, apply and explain laws, codes, regulations, policies and procedures related to confidential student information;  
Establish and maintain cooperative and effective working relationships with others;  
Operate a computer and assigned office equipment;  
Analyze situations accurately and adopt an effective course of action;  
Meet schedules and time lines;  
Work independently with little direction;  
Plan and organize work;  
Prepare comprehensive narrative and statistical reports;  
Direct the maintenance of a variety of reports, records and files related to assigned activities.

**EDUCATION AND EXPERIENCE:**

Master's degree in education, public administration, social science or related field, and 3 years of professional level experience that involved project management, program evaluation, grant writing, and work with complex and varied educational or related analytics.

**LICENSES AND OTHER REQUIREMENTS:**

Valid California driver's license.

**WORKING CONDITIONS:**