

Red Wing Public Schools Position Description

Data Accountability Specialist

General Information

Department:	Community Education and Recreation
Unit:	Hourly
Immediate Supervisor:	Adult Basic Education Director
Grade Placement:	16
FLSA Status:	Exempt

Position Summary

The Data Accountability Specialist is responsible for the Hiawatha Valley Adult Basic Education (HVABE) programs data management and all reports needed by the Director and other program stakeholders. Serves as an adult English as a Second Language (ESL) / English Language Learner (ELL) instructor.

Essential Duties and Responsibilities

1.	Serves as an adult ESL/ELL instructor.
2.	Assists with data management/data evaluation/curriculum alignment and required benchmarks and outcomes relating to data. <ul style="list-style-type: none"> a) Enters MARCS data and information b) Maintains and updates program data records c) Evaluates data and assists with the preparation of reports/reporting requirements. d) Generates charts, graphs and reports depicting data outcomes.
3.	Assists with grant projects (e.g. annual state and federal ABE grants, career pathways, competitive grants, etc.).
4.	Prepares reports for the consortium members, as directed.
5.	Assists with the marketing/outreach and training of staff.
6.	Assists with GED Testing reports.
7.	Participates in HVABE staff meetings and trainings.
8.	Collaborates with all HVABE instructors regarding student monthly data and follow up needs.
9.	Assists in program design and implementation activities.

10.	Uses prep time to enter data into the MARCS Data System, preparation of reports, responding to GED transcript requests, and/or communicating with all HVABE staff regarding program inquiries.
11.	Assists in program design; outreach, publicity, program promotion and recruitment activities.
12.	Performs other duties of a comparable level or type as apparent or assigned by his or her supervisor(s).

Required Education, Training, and Work Experience

Required Education / Training: 4 years of college

Degree Information: Bachelor’s Degree

Major Field of Study or Degree Emphasis: Education and relevant subject area(s)

Required Work Experience: Minimum of 1 year of work experience in an education setting

Licenses / Certifications Required:

- Valid driver’s license in Minnesota
- Licensed teacher in Minnesota at secondary level and/or Adult Basic Education or licensed in Minnesota as an English Language Learner teacher

Essential Knowledge Required to Perform the Essential Functions of the Position

- Teaching principles, practices, techniques and approaches.
- Hiawatha Valley ABE programs and core content requirements.
- Current trends, theories and technologies pertaining to learning and instruction.
- Digital literacy
- GED standards and requirements.
- Fundamentals and general knowledge of cultural differences and their impact on learning.
- Assessment procedures, techniques, and evaluation methods.
- Subject material, concepts and issues related to reading, writing, mathematics and language level of learners.
- Basic office equipment and software used by the district in maintaining records and files (i.e. word processing software, student record databases).
- Instructional technologies and software, equipment, tools and devices used presenting instruction, documenting assessments, student progress or other classroom administrative requirements.
- Community resources (e.g. health, housing, legal, language, etc.) available to non-native learners.

Essential Skills Required to Perform the Work

- Planning and developing lesson plans consistent with the skill level of adult learners from beginning to advanced.
- Presenting complex materials and concepts in an understandable appropriate manner.
- Administering assessment tools, assessing and evaluating learner performance and needs.
- Performing data analysis of program data.
- Strong digital literacy skills and using computers, district software applications and general office equipment.
- Ability to problem solve, handle problems and issues in accordance with program and district policies, procedures, rules or requirements.
- Provides assistance and support of program planning, coordination and implementation.
- Leading group processes/discussions, utilizing a variety of instruction aids and technologies.
- Ability to write reports, lesson plans, learning objectives, tests, and assists in writing and reviewing curriculum using and applying professional/technical concepts, principles and terminology.
- Ability to learn and utilize computers and district related software.
- Ability to deal effectively and appropriately with adults, staff and other educational professionals over instructional needs, concerns or problems of the adult learner.
- Dealing with adults, learning, family members, administrators and other educational professionals over learner issues, needs and concerns. Interactions require persuasion, instruction and working with others to gain cooperation and understanding of educational issues/needs.

Typical Physical Demands for this Position

Summary of Physical Job Requirements:

Physical requirements associated with the position can be best summarized as Light Work: Exerting up to 25 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or negligible amount of force constantly to lift, carry, push, pull, or otherwise move objects in the performance of the job.

Physical Job Requirements:

	Amount of Time Spent			
	None	1/3 or Less	1/3 to 2/3	Over 2/3
Physical Activities				
Stand			X	
Walk		X		
Sit		X		
Use hands to finger, handle or feel			X	
Reach with hands arms		X		
Climb or balance	X			
Stoop, kneel, crouch or crawl		X		
Talk or hear				X
Taste or smell	X			
Lifting / Forcing Exerted				
Up to 10 pounds			X	
Up to 25 pounds	X			
Up to 50 pounds	X			
Up to 100 pounds	X			
Over 100 pounds	X			

Unusual or Hazardous Working Conditions Related to Performance of Duties:

Duties are generally performed in a typical classroom/school setting where there are minimal environmental hazards and risks.

Classification History and Approval

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