



Job: **Title I – Data Assistant**

Department: **Student Advocacy and Access**

Supervisor: **Title I Principal**

Lane Placement: **ESP Lane 2**

Schedule: **7 hr day /188 days** Evaluation Group:

JCES FLSA Classification: Non-exempt

JOB DESCRIPTION

Under the supervision of the Title I School Principal, the Title I Data Assistant will be responsible for managing school wide data systems in support of PBIS, attendance, computer-based program outcomes, and formative assessments. The Assistant will work closely with administration, coaches, SEL Team and teachers to collect needed data and present it in a usable format for decision-making.

ESSENTIAL FUNCTIONS

- Set up and manage the data-base for the school's PBIS program.
- Under the direction of Administration, implement a school wide system of incentives and positive recognition for students' appropriate behavior, outstanding achievement and notable progress/improvement in meeting goals.
- Set up and manage the data-base for student attendance. Work closely with administration, administrative assistants, teachers and school social worker to implement the school's attendance improvement plan, including tracking attendance, supporting contracts, providing incentives/recognitions and providing accurate and timely reports.
- As directed, provide data reports regularly to grade level PLC's to monitor student mastery of standards, using Acadience, iReady, Imagine Learning, etc.
- Assist in the scheduling, tracking and management of school, district and state testing.
- Establish a systematic method of tracking and maintaining data required for other programs at the school
- Provide monthly progress reports to Principal and Director of Student Advocacy and Access
- Collaborate with all other school and district-based staff involved with technology to ensure aligned programming, consistent expectations and adherence to District Policies.
- Attend professional development provided through USBE, UAN, Title I, Canyons Technology Departments, etc., to learn expected procedures and to ensure compliance with data requirements.
- Support all School-based programs as directed by the principal
- Predictable and reliable attendance.

During times of state and local emergency, all employees may be required to perform additional duties that are not required on a normal basis in support of educational and operational priorities. e.g. Performs general cleaning and sanitizing of work areas, provides remote assistance to students and staff, and any other reasonable duty as needed.

NON-ESSENTIAL FUNCTIONS

- Other duties as assigned.

QUALIFICATION REQUIREMENTS

- Requires a minimum of three years' successful work experience
- Associate's Degree required, Bachelor's degree preferred. Related work experience strongly considered.
- Requires excellent technology skills and strong attention to detail. Demonstrated mastery of Word, Excel, Google forms, Google sheets, Google docs and shared files; Knowledge of Skyward strongly preferred.
- Familiarity with elementary programs such as Acadience, SuccessNet, iREADY and Imagine Learning helpful
- Ability to learn quickly, take initiative, work independently, manage multiple priorities and meet deadlines.

- Excellent organizational skills for both electronic and paper materials.
- Strong interpersonal and collaboration skills
- Positive approach to working with students, staff and parents; willingness to mentor as directed
- Understanding of PBIS, Core Standards, school assessment data and progress monitoring helpful
- Excellent communication skills with students, parents, teachers and administration
- Preference given to those individuals experienced in working in a school setting.

PHYSICAL REQUIREMENTS---*Not limited to the following;*

- Will experience pressure and stress to meet deadlines.

ADA _____

HR _____

Effective date: 6/9/2020