



# PITTSBURG UNIFIED SCHOOL DISTRICT

## COORDINATOR OF DATA REPORTING AND EDUCATIONAL TECHNOLOGY

### CLASSIFICATION SPECIFICATION

#### BASIC FUNCTION:

Under the direction of the Assistant Superintendent of Educational Services, facilitates the computerized collection, management, manipulation, and distribution of student information systems data and data reports used for analysis of student progress, implementation and evaluation of school programs. Provides leadership, support, and professional development that will sustain the district's use of technology for improved instruction, communication, accountability, and student achievement.

#### MAJOR RESPONSIBILITIES / ESSENTIAL FUNCTIONS:

- Develops, implements, and maintains a district and school level database for collecting, organizing, analyzing, and reporting disaggregated student testing and other data required by local, state, and federal programs
- Oversees complex data information projects with considerable independence
- Serves as a technical resource to site administrators using student information, student assessment, and data reporting systems as it relates to program implementation, analysis, and evaluation
- Facilitates the development, implementation and evaluation of the district educational technology plan, EETT grant and LEA Plan as it relates to the integration of technology and curriculum and instruction
- Collaborates with the technology department to implement the district's educational technology plan
- Plans, organizes, coordinates and conducts curriculum and technology integration workshops, trainings, and presentations for instructional staff and administrators
- Supports administrators in the use of technology as a tool for student assessments and pupil record keeping in order to make data-driven decisions and improve school management
- Serves as educational technology advisor to sites and district committees to ensure that technology-based resources are effectively integrated into all academic programs, with a focus on English language arts and math
- Participates in the acquisition of grants and other sources of funding for program and projects that support the district's educational technology plan
- Collaborates with and serves as a representative to local, regional, and state agencies and businesses to promote the use of best technology practices
- Assists the technology department in meeting state and federal technology grant compliances including, but not limited to, CTAP2 and the CA School Technology Survey.

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## **EDUCATION & EXPERIENCE:**

- Administrative Credential, preferred
- Master's degree in education, preferred
- Background in technology, including student data basis and program evaluation
- Such alternatives to the above qualifications as the Board may find appropriate and acceptable

## **TERMS OF EMPLOYMENT:**

Work year: Twelve (12) months or 225 days

Salary: Certificated Management Salary Schedule, Class XV, or, if appropriate,  
Classified Management Salary Schedule

## **EVALUATION:**

Performance of this position will be evaluated annually by the Assistant Superintendent of Educational Services in accordance with provisions of Board policy on Evaluation of Administrative Personnel.

## **PHYSICAL EFFORT/WORK ENVIRONMENT:**

- Light to moderate physical effort
- Frequent standing or walking
- Occasional lifting 10 - 50 lbs.
- Rapid-paced work
- Moderate to high levels of stress.

Board Approved 11/12/03