



TEHAMA COUNTY DEPARTMENT OF EDUCATION

JOB DESCRIPTION

COORDINATOR - ALTERNATIVE DISPUTE RESOLUTION (ADR)

EDUCATIONAL DATA ANALYST

DEFINITION:

This position will coordinate with Local Education agencies (LEA) within and outside the Special Education Local Plan Area (SELPA) to process, prepare, validate, submit and present data in a timely and accurate manner to support data analysis and data driven decision-making, also provides technical assistance and training as needed.

ESSENTIAL FUNCTIONS AND JOB DUTIES:

Any one position may not include all of the listed duties, nor do all of the listed examples include all tasks, which may be found in positions within this classification.

Inputs and codes data into assigned systems. Extracts data as needed. Prepares and maintains a variety of records and files related to work. Assists in providing information and data for reports, including mandated reports. Enters and edits dispute, resolution, preventative, and due process data into automated systems. Generates and reviews reports. Monitors program data and ensures data collection and reporting procedures meet mandated regulations. Ensures the accuracy and content of data and reports. Identifies and corrects discrepancies. Confers with technical and programming staff regarding system modifications and information needs.

Collaboratively works and effectively communicates with LEAs, SELPA leadership, other departments, administrators, and outside organizations to collect and provide data and exchange information. Coordinates activities, and resolves issues or concerns. Verifies and maintains the completeness, conformity, consistency, accuracy, timeliness, and integrity of data extracted and loaded. Acts as a liaison between the Tehama County SELPA and partners, community groups, LEAs, CDE, school districts, and regulatory agencies. Serves as a resource to the responsible program administrator(s) and district personnel. Provides technical support to program staff and participating programs in processing data, interpreting regulations and procedures, databases, peripherals equipment, and/or networks.

Attends and participates in assigned meetings, in-services, and workshops. Assists with developing and delivering training and instructional materials to system users. Conducts training as necessary. Remains abreast of new or revised State and/or federal regulations affecting student programs, procedures, and computer information system. Plans, organizes, and participates in the development of new or improved information system capabilities. Designs system modifications. Tests and evaluates new or modified system features to ensure optimal efficiency. Prepares, composes, and develops reports, graphs, charts, and correspondence relating to assigned duties. Establishes and maintains documentation, records, files, and logs relating to dispute, resolution, preventative, and due process data. Creates and coordinates administration of surveys given to staff/parents/students/LEAs. Collect data from these surveys to create reports and displays.

Develops, plans, and implements short- and long-term procedures. Assists in the preparation and revision of the program manuals, documents, and related forms. Effectively uses word processing, database and spreadsheet software application programs and student program specific information system(s) in the course of assigned duties. Responds to administrative, program, and other related inquiries in accordance with assigned functions. Presents data to the SELPA Governance Council and other public, state, and national agencies. Maintains data integrity and provide frequent data validations. Develops, compiles, monitors, reviews, and submits a variety of reports and statistical data with minimal supervision or direction. Creates aesthetic data visualization products for purposes related to grant content deliverables and public relations. Complies with state and federal privacy laws to protect the integrity and confidentiality of the



Tehama County Department of Education
Coordinator – Alternative Dispute Resolution (ADR) Educational Data Analyst

data. Selects, trains, supervises, and evaluates staff as assigned. Promotes multilingual, multicultural learning environments. Drives frequently for department business. Other duties as assigned.

EXPERIENCE AND EDUCATION:

Any combination of education, training, and experience that demonstrates the ability to perform the duties and responsibilities as described; A Bachelor's degree in computer science, education, administration and leadership, business administration or a related field is required. Master's Degree preferred. Experience working with informational technology within a public agency or education setting preferred. Experience with databases and various software products used for data analysis, integration, and reporting (Excel highly desirable, Google Sheets, Graphs, Qualtrics, etc.). Experience in strategic planning and implementation processes.

KNOWLEDGE OF:

Methods, procedures and terminology used in data collection, organization, analysis and interpretation. Current laws, guidelines, regulations, and rules related to student information systems and storage of sensitive or confidential data within databases and how this relates to the funding systems in California. Microsoft Office Suite. Sources and uses of educational demographic, process, perception and outcome data. State and federal accountability systems, tools, and test data interpretation policies.

ABILITY TO:

Maintains a high degree of confidentiality, flexibility, initiative, and creativity. Operate a computer and related peripherals. Maintains accurate records and files. Prepare documents and reports within specified deadlines. Effectively communicate with staff, district personnel, and outside agencies. Deal effectively with a wide variety of personalities and situations requiring poise, friendliness, and diplomacy. Strong written and verbal communication skills, as well as the ability to present complex information in a clear and concise manner, collaborate effectively, and work as part of a team.

LICENSES AND OTHER REQUIREMENTS:

Possession of a valid California driver's license and evidence of insurance. Drive frequently for Department business using own transportation.

PHYSICAL DEMANDS:

Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job.

TERMS OF EMPLOYMENT:

Salary and work year to be established by County Superintendent.

HRS Office Use Only

Created: June 8, 2023

Revised: June 8, 2023

APPROVED

Print Name: Chinny Clawson Title: Director, Human Resource Services

Signature: 