



## **TEHAMA COUNTY DEPARTMENT OF EDUCATION**

### **JOB DESCRIPTION**

### **COORDINATOR, ALTERNATIVE DISPUTE RESOLUTION (ADR)**

### **DATA & COMMUNICATION SPECIALIST**

#### DEFINITION:

Under supervision this position interacts with Special Education Local Plan Area (SELPA), County Office of Education (COE) administrators, Family/Parent Agencies, and improvement team members across the state to support data and communications in building capacity for the Alternative Dispute Resolution Special Education Resource Lead in the Statewide System of Support. This is a 100% grant-funded position with an anticipated grant end date of June 2028, with anticipated application for renewal.

#### 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.

- The ADR Data and Communications Specialist coordinates with Special Education Local Plan Area (SELPA) and Special Education Resource Lead (SERL) to prepare, validate, submit and present data in a timely and accurate manner.
- Design systems for the purpose of collecting data statewide via system design, through multiple modalities such as surveys, interviews, observations, etc.
- Assist with grant data submission requirements; Supports SERL leadership with communication, data analysis, visualization, and data driven decision-making.
- Develops/designs systems to collect data statewide; Provides technical assistance and training as needed.
- Supports the development of new programs and assets to build community and SERL to fulfill the grant purpose and guidelines.
- In collaboration with SELPA leadership and partner agencies, the ADR Data and Communications Specialist designs and reviews data from the SERL project and other agency partners.
- Handles media relations and related arrangements.
- Designs, produces, and coordinates distribution of marketing and communications materials. Coordinates special events and associated communications.
- Assists with development of effective communications mechanism, protocols, and practices and coordinates/provides related training as needed.
- Performs a variety of photographic and video-related tasks to build archives and for special events.
- Tracks and provides information derived from website and social media analytics to determine impact and effectiveness.
- Enters and edits dispute, resolution, preventative, and due process data into automated systems. Inputs and codes data into assigned systems.
- Extracts data as needed; prepares and maintains a variety of records and files related to work. Coordinates activities, and resolves issues or concerns.
- Verifies and maintains the completeness, conformity, consistency, accuracy, timeliness, and integrity of data extracted and loaded.
- Collaboratively works with and effectively communicates with SELPA leadership, SERL leadership, other departments, administrators, and outside organizations to design, collect, and provide data and exchange information.
- Serves as a resource to the responsible program administrator(s) and district personnel.



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- Provides technical support to program staff and participating programs in designing systems, 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.
- Plans, organizes, and participates in the development of new or improved information system capabilities.
- Designs system modifications and tests and evaluates new or modified system features to ensure optimal efficiency.
- Prepares, composes, and develops data visualization including 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 surveys and coordinates administration of surveys. Collect data from these surveys to create graphs, charts, and displays.
- Maintains SERL specific website and content, including social media. Develops, plans, and implements short- and long-term procedures, program manuals, documents and related forms.
- Effectively uses word processing database and spreadsheet software application programs.
- Responds to administrative, program, and other related inquiries in accordance with assigned functions.
- Present data to the SERL Leadership team, SELPA Governance Council and other public, state, and national agencies.
- Develop, compile, monitor, review and submit a variety of statistical data with minimal supervision or direction.
- Creates aesthetic data visualization products for purposes related to grant content deliverables and public relations.
- Comply with state and federal privacy laws to protect the integrity and confidentiality of the data. 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;

- Bachelor's degree in computer science, education, Administration and leadership, business administration, or related field required.
- Master's Degree preferred.
- Experience with databases and various software products used for data analysis, integration and reporting (Excel, Google Sheets, Graphs, Qualtrics, etc.)
- Experience with collecting data via surveys, interviews, observations, focus groups, research studies, etc.
- Experience in strategic planning and implementation processes.

**KNOWLEDGE OF:**

- Methods, procedures and terminology used in data collection, research studies, 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.





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- Canva and Microsoft Office Suite (Excel expertise highly desired).
- Sources and uses of educational demographic, process, perception and outcome data.
- Effective oral and written communication strategies and facilitation techniques.
- Techniques for dealing effectively with and providing a high level of customer service to all individuals contacted in the course of work.
- Deal effectively with a wide variety of personalities and situations requiring poise, friendliness, and diplomacy.

ABILITY TO:

- Maintain confidentiality, flexibility, and initiative. Maintain accurate records and files.
- Prepare assignments within specified deadlines.
- Effectively communicate with staff, SERL and outside agencies.
- Stay abreast of current trends, innovations, and practices in education, particularly for students with disabilities.
- 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**

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**APPROVED**

Print Name: Noelle DeBortoli

Title: Director, Human Resource Services

Signature: 