



Santa Rosa City Schools

Classification Description

Job title:	District Data Specialist I	Department:	Information & Evaluation
Reports to:	Executive Director of Information & Evaluation	FLSA Classification:	Non-Exempt
Board Approval:	June 10, 2026	Work year:	12 Months
Revision(s):	June 26, 2024	Salary Range	CSEA 75 Range 33

DEFINITION:

Under the direction of the Executive Director of Information & Evaluation, the role of the District Data Specialist I is to:

- Facilitate the District's State and local testing and associated software programs and databases;
- Serves as the main point of contact between school testing coordinators, school administrators, and the central administration on matters related to assessments;
- Audits, certifies, and manages student and staff testing information in various electronic systems; consults with and provides technical assistance to schools and central office administrators regarding all State and local testing;
- Support the Executive Director of Information & Evaluation or their designee in testing related CALPADS and State and Federal reporting to ensure compliance;
- Work on special projects and other duties as related to the job description as assigned.

QUALIFICATIONS:

Education:

- High school diploma or equivalent
- AA or higher degree preferred, or equivalent work experience

Experience:

- Two (2) or more years of:
 - Working with student information systems (SIS), such as Aeries and/or State or Federal testing systems such as Test Operations Management System (TOMS) databases
 - Responsibility supporting a specific-purpose application (such as TOMS, CALPADS, Aeries, SEIS) in a school district;
 - Working independently and coordinating multiple projects simultaneously;
 - Knowledge of educational practices as applied to data extraction, manipulation, analysis, and reporting.
- Demonstrated ability to learn new software.
- Demonstrated ability to work in a team-oriented, collaborative environment.

License and/or other qualifications:

- Valid California Driver's License preferred; alternative transportation acceptable

Knowledge and Abilities:

Knowledge of:

- Google Docs / Microsoft Word (Two or more years experience) or other similar software.
- Google Spreadsheets / Microsoft Excel (Two or more years experience) or other similar software.
- Student information systems, such as Aeries (Two or more years experience) or other similar software.
- Various tests required of public-school students by the State
- Technical variables associated with testing

Ability to:

- Prepare sites for statewide testing programs
- Train and support administrative staff and Site Test Coordinators
- Exercise independent judgment and take action on it
- Effectively prioritize and execute tasks while under a specific timeline
- Maintain complete and accurate records
- Communicate ideas effectively, both orally and in writing
- Research all documentation to stay current on all developments in the area of standardized testing
- Conduct research into database issues, standards, and products, as required
- Establish and maintain effective working relationships with various departments and school sites
- Present ideas in user-friendly language
- Apply proven analytical and problem-solving abilities

ESSENTIAL JOB FUNCTIONS:

The job analysis will be reviewed periodically as duties and responsibilities change with business necessity. Nothing in this job analysis restricts management's right to assign or reassign duties and responsibilities for this job within the job description.

1. Represent the district as the facilitator for State-mandated testing including attending relevant trainings and webinars, consulting with other districts, and researching relevant California Department of Education websites.
2. Attends professional development and training opportunities related to state-mandated testing.
3. Provide technical assistance to school and district administrators regarding State-mandated testing requirements and reports, and coordinates the delivery, collection, tracking, and shipping of State-mandated test materials.
4. Provide training and technical assistance to SRCS and Non-Public School staff regarding State-mandated testing procedures and protocols.
5. Creates and maintains the testing schedule for Summative ELPAC for all sites.
6. Manages Guest Examiners' administration of the one-on-one ELPAC domain at all sites.
7. Collaboration with the IT Department regarding devices to support State-mandated testing is available to test examiners at all sites.
8. Works in partnership with Educational Services regarding the administration of the English Language Proficiency Assessment of California (ELPAC) State-mandated tests.
9. Partners and collaborates with the Special Education staff on the administration of California Alternate Assessments.
10. Imports accommodations/designated supports, and domain exemptions into the testing system for Special Education.

11. Enters test assignments in the testing system for the California Science Test (CAST) and students who qualify for alternate assessments per their Individual Education Plan (IEP).
12. Monitors the successful completion of all annual state-required assessment training.
13. Works with the test administrators and test examiners to ensure student information, accommodations, and test settings are correct.
14. Imports student score data files for completed state-required assessments and College Board exams into the Student Information System.
15. Collaborates with third-party testing vendors.
16. Attends state site audits in support of school administrators.
17. Maintain testing roles/user accounts in State-mandated testing systems.
18. Ensures adherence to all security policies for test administrators, test examiners, and site test coordinators.
19. Works with site coordinators to report any test impropriety, irregularity, or breach of testing to Educational Testing Services (ETS).
20. Coordinates the organization, printing, distribution, and data input of District assessments, including benchmark and other District-selected and District-created local assessments.
21. Monitors, maintains, and updates the Testing webpage on the District website.
22. Collaborates with the District Data Compliance Analyst to provide current, relevant knowledge of State-mandated testing reporting requirements; review and revise relevant District policies and procedures to ensure District compliance with State, Federal, and other requirements.
23. Monitor relevant District and vendor information systems for changing and emerging data requirements as they relate to State-mandated testing.
24. Support CALPADS reporting as determined by the District Data Compliance Analyst.
25. Collaborate with department staff to support and maintain the SIS, CALPADS, and other systems involved with State and Federal reporting.
26. Prepares or revises complex documentation in non-technical terms for users.
27. Provides leadership in the development, implementation and revision of all assessment guidance documents.
28. Remains current with research in educational testing and applicable laws.
29. Collaborates regularly with the Executive Director of Information and Evaluation and with District administration regarding State testing timelines and requirements.
30. Collaborates effectively within the department and with school office staff to exchange information, and explain policy and procedures in a friendly and professional manner.
31. Become proficient in new software and be able to share that knowledge with others.

MARGINAL JOB FUNCTIONS:

Marginal job functions represent those job functions that may be assigned to the employee as needed. Essential and marginal (non-essential) job functions are subject to updating. Nothing in this list of job functions restricts management's right to assign or reassign duties and responsibilities for this job.

1. May perform other duties related to this job description.
2. Occasional overtime and weekend work as required.

WORK ENVIRONMENT:

Performance of the essential job functions involves typically working in an environment as described here below.

Environmental Demands

Factor	Y	N	If yes, describe
Driving cars, trucks, forklifts and other equipment	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Drive vehicle to multiple sites
Working around equipment and machinery	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Standard office machines
Walking on uneven ground	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Stairs, ramps
Exposure to excessive noise	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Exposure to extremes in temperature, humidity, wetness	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Exposure to dust, gas, fumes, or chemicals	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Working at heights	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Operation of foot controls or repetitive foot movement	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Driving pedals
Use of special visual or auditory protective equipment	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Working with biohazards	<input type="checkbox"/>	<input checked="" type="checkbox"/>	

PHYSICAL DEMANDS:

Performance of the essential job functions typically requires the physical demands as described here below.

Category	Never	Rare <10%	Occas. to 33%	Freq. to 66%	Cont. > 66%
Sitting				X	
Walking			X		
Standing			X		
Bending (Neck)			X		
Bending (Waist)			X		
Twisting (Neck)			X		
Twisting (Waist)			X		
Squatting			X		
Climbing		X			
Kneeling		X			
Crawling		X			
Repetitive use of Hands?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No				
	D = Dominant Hand ND = Non-Dominant hand				
Simple Grasping (D)			X		
Simple Grasping (ND)			X		
Power Grasping (D)			X		
Power Grasping (ND)			X		
Fine Manipulation (D)				X	
Fine Manipulation (ND)				X	
Pushing & Pulling (D)			X		
Pushing & Pulling (ND)			X		
Reaching- Above Shoulder			X		
Reaching- At/Below Shoulder			X		

LIFTING

	Never	Rare <10%	Occas. to 33%	Freq. to 66%	Cont. > 66%
1-10 lbs			X		
11-25 lbs			X		
26-50 lbs		X			
51-75 lbs	X				
76-100 lbs	X				
100+ lbs	X				

CARRYING

	Never	Rare <10%	Occas. to 33%	Freq. to 66%	Cont. > 66%
1-10 lbs			X		
11-25 lbs			X		
26-50 lbs		X			
51-75 lbs	X				
76-100 lbs	X				
100+ lbs	X				

NOTE:

This Employer is an equal opportunity employer. In compliance with the Federal and State disability laws, this employer understands they have a responsibility to consider reasonable accommodations for individuals with disabilities.

Formerly known as: District Assessment Data Specialist