

Hobbs Municipal Schools Job Description

Position: Assistant Superintendent for Data Analysis

Supervisor: Superintendent

General Job Description: To provide leadership for the district's improvement planning and compliance to state and federal accountability systems. Provide leadership with coordination of Common Core State Standards implementation with Hobbs Municipal Schools and the Charles A. Dana Center. Responsible for performing tasks related to data interpretation to inform instructional practice and training.

Qualifications:

1. Five years of teaching and/or professional experience.
2. A master's degree with training and experience in educational assessment and evaluation.
3. Knowledge of curriculum and instruction, including data-driven instruction, assessment and student data ownership.
4. Understanding of systems thinking and continuous improvement philosophy.
5. Ability to evaluate instructional programs.
6. Ability to create and maintain data using data bases, spreadsheets, and report writers utilized by the district.
7. Ability to interpret data and work with statistical analysis.
8. Ability to present complex information in varied formats to a variety of audiences, including administration, teachers, parents, community and school board.
9. Knowledge of federal and state laws pertaining to NCLB and special programs.
10. Ability to implement policy and procedures.
11. Self-directed, strong organizational skills and ability to coordinate multiple tasks.
12. Strong communication, public relations and interpersonal skills.
13. Ability to pass employment verification.

Essential Duties and Responsibilities:

1. Serve as District data coordinator for interpreting and reporting the district's assessment programs, procedures and results.
2. Report Common Core State Standards implementation to district administration and the J.F. Maddox Foundation.
3. Improve the data support system of measures to enable students and staff to effectively use data to increase learning.
4. Assist with district and campus-level improvement planning.
5. Monitor program effectiveness and assist in development of continuous improvement.
6. Manage and respond to communications from the New Mexico Public Education Department related to state assessments, accountability and system measures.
7. Conduct statistical analyses of assessment results and disaggregates data for all schools and areas of group testing administered.
8. Comply with all School Board policies and administrative regulations.
9. Comply with Ethical Responsibility of the Education Profession Standards of Professional Conduct and Code of Ethics.
10. Attend all school board meetings and report all matters related to accountability and systems measures.

Additional Duties and Responsibilities:

1. Complete other tasks as deemed appropriate by the superintendent.

Physical Requirements:

Sitting, standing, lifting, and carrying (up to 50 pounds), reaching, climbing, squatting, kneeling, and moving light furniture may be required.

Work Environment:

Must be able to work within various degrees of noise, temperature and air quality. Job responsibilities require both inside and outside assignments. Interruptions of work are routine. Flexibility and patience are required. Must be

self-motivated and able to complete job assignments without direct supervision. After hour work may be required. Must make site or home visits when needed and appropriate. Must be able to work under stressful conditions.

Safety and Health Requirements:

1. Child Abuse/Substance Abuse Workshop
2. Bloodborne Pathogens Standard Training

Equipment/Material handled:

Must know how to properly operate or be willing to learn to operate all multimedia equipment including current technology.

Terms of Employment:

Salary and work year to be established by the Board.