

<b>Location:</b>	<b>Metropolitan Education District (MetroED)</b> <b>760 Hillsdale Avenue, San Jose CA 95136</b>
<b>Reports To:</b>	<b>Grant Project Coordinator</b>
<b>Classification:</b>	<b>Classified; CSEA bargaining Unit</b>
<b>Date Approved:</b>	<b>7/22/2015</b>
<b>Date Revised:</b>	
<b>Position Control:</b>	<b>#142252, Salary Schedule 2, Range 30, 12 Month Work Year</b>

**POSITION DESCRIPTION:**

Under the supervision of a Grant Project Coordinator, assumes responsibility for maintaining accurate data of work-based learning experiences, student information, and education/business/community partners' activities; monitors all input and accountability forms for accuracy, validity and reporting to the California Department of Education.

**AREAS OF RESPONSIBILITIES/DUTIES:**

**Essential Functions:**

- Collaborates with internal and external stakeholders, Career Pathways grant administrators, consultants and other district personnel for the purpose of providing and receiving information and making recommendations to meet financial, legal requirements
- Designs accountability systems for the purpose of implementing consistent measurement systems in alignment with district and school strategic plan and complying with state requirements. Develops and maintains systems for the purpose of providing a central and accessible location to allow district use of information in decision making
- Manages the development and coordination of the Career Pathways grant data including concise and comprehensive summary performance data for the purpose of providing clear understanding of the priorities for the team
- Monitors department budget in areas of responsibility for the purpose of overseeing budget activity in compliance with the state, district. Prepares and compiles reports for Superintendent and Career Pathways grant administrators for the purpose of providing information for district decision-making
- Provides technical assistance to administrators for the purpose of facilitating a deeper understanding of data and improving organizational decision-making
- Designs accountability systems for the purpose of implementing consistent measurement systems in alignment with the state and grant requirements and district strategic plans and complying
- District contact regarding state accountability data, and database upgrades, problems, and record management
- Works with and prepares all reports for administration analysis for reviewing and implementing state policy changes to program
- Assists in developing and in implementation of required local assessment policy, oversees state mandated standardized reports, testing security, and check out process, maintains stock of testing materials
- Prepares and uploads required CA Career Pathways Trust data reports to CDE via LaunchBoard
- Monitors and audits reports
- Inputs and verifies compliance and submission of required deliverables, stays current with all grant, district and state requirements and policies

**AREAS OF RESPONSIBILITIES/DUTIES (Continued):**

**Essential Functions:**

- Works with IT to troubleshoot data software problems, evaluate and recommend upgrades to support database technology, support in resolving data integrity issues
- Interacts with IT Department regarding downloads, system software upgrades and any problems with the Student Information Systems regarding accountability processes and software
- Prepares all testing reports, analysis data, instructions, forms, folders sent out to teachers, Career Advisors and scans all tests
- Prepares and prints individual reports for administration to monitor students' progress.
- Trains other staff on requirements and procedures of technicians how to scan or hand enter/update forms, coordinates data collection and demographic input
- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit
- Monitors and verifies attendance /registration input and maintains accountability database to make sure ensure that all information is accurate
- Orders and Inventory's all administrative manuals and testing booklets, test forms, and supplies, compiles all accountability data and prepares and submits quarterly and end of year reports by required deadlines
- Participates in State Accountability Staff Development and required implementation training and workshops throughout the year; attends accountability meetings
- Maintains open and positive communication with state offices, district administrators and Career Pathways team
- Performs related work as required

**EMPLOYMENT STANDARDS:**

**Knowledge of:**

- Utilizing theoretical mathematical concepts; review and interpret grant language/ information to document data
- Write technical materials, and/or speak persuasively to implement desired actions; and analyze situations to define issues and draw conclusions
- Specific knowledge-based competencies required to satisfactorily perform the functions of the job include: appropriate grant system codes, policies, regulations and/or laws; continuous improvement on strategies
- District attendance accounting procedures
- Current office procedures and practices
- Correct English usage, spelling grammar and punctuation
- Basic computer operations and terminology

**Ability to:**

- To perform multiple, highly complex, technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions.
- Specific skill-based competencies required to satisfactorily perform the functions of the job include: applying assessment instruments; operating standard office equipment, including the use of pertinent software applications; and preparing and maintaining accurate records
- Learn state and district mandated software and system required for the job
- Maintain accurate state report records for the Career Pathways grant
- Accurately submit report via LaunchBoard by deadlines

**EMPLOYMENT STANDARDS (Continued):**

**Ability to:**

- Generate statistical data reports for analysis
- Provide Career Pathways program feedback and analysis
- Work effectively and collaboratively with the entire Career Pathways program team as well as external programs and stakeholders
- Ability to work effectively with colleagues at all levels
- Learn student registration and record keeping procedures
- Prepare letters and reports
- Make calculations with speed and accuracy
- Interpret and apply District rules and policies with good judgment
- Deal effectively with a wide variety of personalities and situations
- Perform work with accuracy and speed
- Operate office equipment including calculator and computer
- Understand and carry out oral and written instructions

**MINIMUM QUALIFICATIONS:**

Specific knowledge required to satisfactorily perform the functions of the job include:

**Education and Credentials:**

High School Diploma and four years of data accountability experience preferable for state or federal grant in a school setting.

**License:**

Must possess a valid California Driver's License and/or be able to provide own transportation in conduct of work assignments.

**Expectations:**

The District places a high value on employees who are enthusiastic, cooperative, resourceful and knowledgeable, possess and display a strong work ethic and a customer-service and positive attitude. Employees are expected to understand and support the District's mission, strategic objectives, policies and goals.

**PHYSICAL REQUIREMENTS:**

Incorporated within one or more of the essential functions of this job are the following essential physical requirements

- Incumbents regularly stand and sit for long periods of time
- Walk short distances on a regular basis
- Use hands and fingers to operate a computer keyboard or other office and technical equipment
- Reach with hands and arms, bend, twist, stoop, kneel, or crouch; speak clearly and distinctly over telephones and to provide information
- See to observe students and to read fine print and operate computer; hear and understand voice over telephone and in person
- Lift materials weighing up to 25 pounds and move and transport materials weighing up to 30 pounds

Date: \_\_\_\_\_

Signed: \_\_\_\_\_  
Employee Signature