

Jordan School District
ADMINISTRATIVE JOB DESCRIPTION

Job Title: Psychometrician (X02) Lane Placement: X 3
 Department / Location: Evaluation, Research and Acctblty FLSA Classification: Exempt
 Supervisors Title: Director, Accountability and Program Svcs Contract: 245 Days
 Department Approval: [Signature] Date: 8-04-14
 ADA Review: [Signature] Date: 8-4-14
 Human Resources Approval: [Signature] Date: 8-4-14
 Superintendent Approval: [Signature] Date: 8/4/14
 Original date: 09/07 Revised: 08/14 Revised: _____ Revised: _____

GENERAL FUNCTION

Under the supervision of the Evaluation, Research, and Accountability Director, the **Psychometrician (Data Utilization and Predictive Analytics Consultant)** 1) provides teachers, school leaders, and District personnel with accurate, meaningful, and readily accessible data and data analytics in order to inform instruction, positively affect student learning, and predict educational success, 2) assists the director in providing teachers, school leaders, and District personnel with professional development in the effective use of data and data analytics to inform instruction, positively affect student learning, and predict educational success, and 3) provides District personnel, school leaders, and teachers with technical assistance regarding the design, implementation, analyses, and reporting of assessment and research data for grants, education programs and other district-determined research projects.

The incumbent is responsible to follow all policies and guidelines as detailed by District policy.

ESSENTIAL FUNCTIONS

- Provide technical assistance regarding the design, implementation, and analysis of grants, programs, and other requested evaluations as approved by the director.
- Conduct all data analysis and predictive analytics requests by the Curriculum and Staff Development Department as approved by the Director of Evaluation, Research, and Accountability
- Work cooperatively with the Information Systems Department in maintaining and accessing accurate assessment and research data.
- Serve as a co-chairperson to the District's Research Review Committee.
- Facilitate programs and processes that enable principals and teachers to have access to student assessment data and other educational data to inform student' learning and predict students' educational success.
- Provide group summary descriptive and/or historical data and predictive analytics data as needed.
- Assist with training and professional development to District staff, principals and teachers regarding:
 - 1) Access to formative and summative assessment data to evaluate students' learning performance and progress,
 - 2) The use of multiple data sources to evaluate student performance and inform student instruction,
 - 3) The use of multiple data sources to evaluate instructional strategies and interventions,
 - 4) The use of correct statistical analysis procedures to evaluate the effectiveness of instructional strategies, interventions, grants, and/or programs.

- 5) The use of sound statistical analyses to predict the success of instructional programs and strategies with regard with increased student learning.
- Work cooperatively with the Assessment Administration Services section of the department, and with the Information Systems Department, to provide reports, data, and analysis to teachers, principals, and District staff.
 - Monitor and direct the work of the support clerk assigned to the area of the department.
 - This position requires punctual and regular daily attendance.

NON-ESSENTIAL FUNCTIONS

- Other duties as assigned.

- This description should not be construed to contain every function/responsibility that may be required to be performed by an incumbent assigned to this position.
- Incumbent is required to perform other related functions as assigned. Other related functions can be performed for no more than 20% of an employee's normal workweek (i.e. eight (8) hours per week, or thirty-two (32) hours per month).

QUALIFICATION REQUIREMENTS

- Incumbent must be fingerprinted and clear a criminal background check.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the education, knowledge and experience requirements; the machine, tools and equipment used; and any licenses or certifications required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.

Minimum Job Qualifications:

- Master's degree in Educational Leadership, Educational Measurement, Statistics, Educational Psychology, or related field is required PLUS three (3) years successful work experience in Educational Leadership, Educational Measurement, Statistics, Educational Psychology, or an equivalent combination of education and experience.
- Ph.D. or Ed.D. in Educational Measurement, Statistics, Educational Psychology, or other related discipline is preferred.
- Three (3) years successful work experience with the design, implementation, quantitative measurement, statistical analyses, evaluation, and predictive analytics of educational grants, educational projects, and/or educational programs is preferred.
- Substantial knowledge regarding the use of computer systems to include all of the following software programs:
 - Statistical Program for Social Sciences (SPSS) (*or comparable statistical analysis software*)
 - Microsoft Access, Excel, PowerPoint and Word (*or similar software*) to organize, display, present, and report data.
- Demonstrated communication skills in presenting psychometric concepts, statistical data and analyses, and evaluation results in a clear and understandable manner.
- Demonstrated organization and prioritization skills in the completion of data analysis, project evaluation, and other assigned tasks.
- Demonstrated positive interpersonal skills with supervisors, colleagues, and subordinates.
- Demonstrated ability to work effectively and cooperatively with individuals and groups at all levels of District employment including administrative, certificated, and classified personnel.
- Demonstrated ability to provide meaningful training to others regarding statistical and evaluative procedures.

NOTE: The Administration reserves the right to require specific training for this position. However, depending upon the type and quality of prior work experience and availability of formal training programs, some exchanges can be made between training and experience.

Machines, Tools & Equipment Used:

- Standard office equipment, i.e. computer, phone, fax, copier.

Physical Requirements – Not limited to the following:

- The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds.
- While performing the duties of this job, the employee is regularly required to speak, see and/or hear to communicate. The employee is frequently required to sit; occasionally reach with hands and arms and fingers to type or grab; occasionally stoop, kneel, or crouch.

- Physical ability to perform the essential functions listed above with or without reasonable accommodation.
- Possess the physical, mental and emotional stability to work under stressful condition, including but not limited to: deadlines, contract requirements, inspection requirements and interaction with critical personnel.

NOTE: *This list of essential and marginal functions and of physical requirements is not exhaustive and may be supplemented in accordance with the requirements of the job.*