



The School Board of Polk County

<http://www.polk-fl.net>

Job Description

Position Title: Specialist, Assessment, Accountability & Evaluation

FLSA Status: Non-Exempt

Salary Grade, if non-union: SG16

Pay Grade, if union:

Non-Union or Specific Collective Bargaining Agreement: Non-Union

Our Mission:

The mission of Polk County Public Schools is to provide a high quality education for all students.

To perform this job successfully, the individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill and ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The duties are intended to describe the nature and level of work being performed by the employee assigned to the position. This job description is not meant to be construed as an exhaustive list of all responsibilities, duties, and skills required of this position. Other duties may be assigned which are not listed. Additionally, when duties and responsibilities of this job change, this job description will be reviewed and updated, subject to changes and business necessity.

Custom Job Purpose:

This position exists to collect, organize and analyze data, prepare reports and surveys and provide administrative and technical support.

Essential Functions of this Job

Collect, organize and analyze data using statistical and other means, design and use appropriate research procedures to assure that significant project deadlines are met. Gather, analyze and compile data for reports and summaries in tabular, graphical and pictorial form. Prepare data to present in such a way to be understood at all levels throughout the district. Assist with presentations of data to schools, communities and numerous departments throughout the district from which future decisions regarding the direction of the district are determined. Prepare drafts, reports, correspondence, memos, forms, agendas, directives and tables. Proofread documents for accuracy, completeness and conformity to established procedures. Maintain various statistical records, as well as general and confidential files for the department. Coordinate activities for a variety of meetings, conferences, committees and special projects. Work with staff on projects by reviewing and critiquing relevant literature. Design and maintain databases. Assure the consistency and accuracy of the data and monitor the quality and performance of the underlying programming.

Non-Essential Functions of this Job

Performs other duties as assigned.

Knowledge, Skills and Abilities:

Considerable knowledge of research procedures, methods and techniques. Ability to understand and

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interpret detailed statistical and research information. Ability to operate a personal computer and standard software and statistical applications. Ability to express oneself effectively, orally and in writing. Ability to maintain cooperative working relationships. Ability to take responsibility in meeting deadlines and making progress without direct supervision. Bilingual/biliterate preferred.

Education, Experience and/or Certification/License Requirements

Bachelor's degree in statistics or related field or Associate's degree with three to five years of experience working in a research environment or related area.

Work Context:

Requires some sitting and standing, walking and moving about to coordinate work. Requires the use of alternative communication systems, such as electronic mail, telephones and computers. Requires coordination of work tasks to establish priorities, set goals and meet deadlines. Requires face-to-face discussions and contact with individuals and/or teams. Requires work with internal and external contacts, and with the public.

Physical Environment:

Requires working indoors in environmentally controlled conditions. Requires sitting for the majority of the day, and the ability to lift, carry, move and/or position objects infrequently weighing up to 20 pounds.

Local Code: 9864
EEO5: 44
Approval Date: 2012-08-22
Date Last Revised:

The School Board of Polk County, Florida, prohibits any and all forms of discrimination and harassment based on race, color, sex, religion, national origin, marital status, age, homelessness, or disability or other basis prohibited by law in any of its programs, services, activities or employment.