



EMPLOYEE NAME: _____

Revised: 8/09; 6/10; 6/12; 10/12, 6/13; 6/18

JOB DESCRIPTION

POSITION TITLE: Lead Data Coordinator	JOB CODE: ADE7, ADE8
DIVISION: Accountability and Research	SALARY SCHEDULE: N/A
DEPARTMENT: Alternative Education	WORK DAYS: As Needed
REPORTS TO: Supervisor, Adult Education	PAY GRADE: N/A
FLSA: Non-Exempt	PAY FREQUENCY: Monthly
PRIMARY FUNCTION:	

REQUIREMENTS:

1. Educational Level: Bachelor Degree required
2. Certification/License Required: None
3. Experience: 3 years of experience in teaching, training, counseling, or testing
4. Physical Activities: Routine physical activities that are required to fulfill job responsibilities
5. Knowledge, Skills, & Abilities: Written and oral communication; record keeping; data collection; computer skills
6. Other: Must attend an annual GALIS training session in June

The Board of Education and the Superintendent may accept alternatives to some of the above requirements.

ESSENTIAL DUTIES:

1. Demonstrates prompt and regular attendance.
2. Conducts personal interviews with each student; secures appropriate testing materials for each student.
3. Distributes and collects testing materials; maintains visual supervision of the students during testing session.
4. Processes test scores; completes students' intake paperwork in preparation for orientation.
5. Assists in processing student's paperwork after orientation program, including organizing paperwork to be sent to Student Services for scheduling.
6. Posts TABE scores into GALIS; posts level completions and GED scores.
7. Maintains knowledge of current GALIS requirements.
8. Coordinates TABE post-testing with staff on a quarterly basis; scores and collates post-testing answer sheets to return to teachers and Student Services.
9. Coordinates and conducts quarterly post testing data meetings with staff.
10. Updates and posts students goals on a quarterly basis.
11. Maintains records of enrollment, attendance, completion and graduation for offsite programs.
12. Monitors all data management, including intake data, student assessments, attendance records, and other mandated NRS documentation.
13. Maintains accurate record keeping in accordance with CCSD and TCSG policy guidelines.
14. Schedules bi-weekly post-testing and makes administration aware of level competitions achieved.
15. Assists with GED testing on a quarterly basis.
16. Performs other duties as assigned by appropriate administrator.

Signature of Employee _____ Date _____

Signature of Supervisor _____ Date _____