

SAN MATEO COUNTY OFFICE OF EDUCATION

CLASS TITLE: MANAGER, LEARNING ANALYTICS & DATA GOVERNANCE

BASIC FUNCTION:

Under the direction of the assigned supervisor, direct a team who performs data analysis, assessment and evaluation services for Local Education Agencies (LEA), Early Learning State funded programs and community-based agencies (CBOs) in San Mateo County; manage educational data and program evaluation services for both local LEAs/CBOs and program staff at SMCOE; manage and support data analysis for local state and federal programs related to accountability, assessment, Local Control Accountability Plans (LCAP), grant funded projects and similar initiatives; manage data systems, contracts and agreements, and ensure the integrity and security of data related to analytics projects; supervise and evaluate the performance of assigned personnel including the Educational Data Analysts, administrative staff, and project consultants.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Plan, organize and direct learning analytics initiatives related to the collection, analysis and use of student data applicable to Local Control Accountability Plans (LCAP), California's Longitudinal Pupil Achievement Data Systems (CalPADS), Smarter Balanced Assessment Consortium (SBAC), and early learning improvement and accountability systems as the data relates to the state and local district/CBO birth through grade 12 children population.

Establish and maintain project timelines and priorities; assure learning analytics and grant/program evaluation services and activities comply with established standards, requirements, contract specifications, laws, codes, regulations, policies and procedures.

Manage and direct communications, contracts, and compliance functions to meet district, CBO, and funder needs and assure smooth and efficient project activities; oversee the development and implementation of the Center for Learning Analytics.

Supervise and evaluate the performance of assigned personnel; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions; coordinate subordinate work assignments and review work to assure compliance with established standards, requirements and procedures; research, select and provide training to new contractors as needed.

Manage learning analytics services provided by staff and contractors to assure compliance with established standards, requirements and contract specifications; provide technical assistance to school and early learning sites on data assessment and analytics.

Manage and maintain operational data stores, including connections to reporting and visualization software; ensure the security and validity of the data in the Operational Data Store (ODS); design and manage procedures and policies for the upkeep and use of the ODS.

Document the strengths and weaknesses of birth through grade 12 programs, projects, and authorized charters and prepare reports and interactive tools to support success and quality improvement.

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Prepare, develop, negotiate and implement contracts with vendors and contractors; collect, compile, assemble and process related forms; prepare applications for grants and program reports; submit contracts and amendments for approval.

Manage the coordination of data, assessment and accountability communications, services and information sharing between the County Office, Early Learning Support Services, Educational Services Divisions, county LEAs, CBOs, parents, outside agencies, and the public; and establish and maintain partnerships that facilitate and enhance support for continuous improvement of learning analytics services provided by SMCOE.

Develop, implement and maintain secure and effective data procedures and practices; maintain connections between data stores, analytics tools, LEAs, early learning community programs and vendors; identify improvements to data governance procedures and practices and work with Information Technology and Educational Services to implement improvements.

Oversee and participate in the preparation and maintenance of a variety of records, reports and files related to the provision of learning analytics services including; contractor documentation, budgets, applications, compliance, personnel and assigned activities.

Develop and prepare the annual budgets for the Learning Analytics program; analyze and review budgetary and financial data; control and authorize expenditures in accordance with established limitations; research, obtain and maintain Program funding as directed.

Maintain current knowledge of effective methods, practices and standards related to data analysis and governance; modify services to assure compliance with the evolution of best practices, standards and requirements as needed.

Communicate with administrators, personnel, students, outside agencies and the public to exchange information, coordinate activities and programs and resolve issues or concerns; prepare, receive and respond to a variety of correspondence.

Operate a variety of office equipment including a computer and assigned software; drive a vehicle to conduct work.

Coordinate, attend and conduct a variety of meetings; present materials and information concerning data and assessment best practices, issues, needs and activities; attend and participate in various committees, workshops and conferences.

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Principles, practices, procedures and techniques involved in the research, collection, analysis and reporting of large-scale quantitative data;

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Data governance, database management (SQL and/or No-SQL), Data analytics and statistical packages (R, SPSS, STATA, etc.), and visualization tools (PowerBI, Tableau, etc.);

Data aggregation, formatting and reporting techniques;

California Longitudinal Pupil Achievement Data System (CALPADS) as well as the data management and student information systems commonly used in California;

Statistical analysis and data interpretation methods and techniques;

California and Federal accountability systems;

Smarter Balanced Assessment Consortium (SBAC) assessments and their use;

Practices and procedures involved in the preparation, development and negotiation of contracts;

Applicable laws, codes, regulations, policies and procedures;

Budget preparation and control;

Principles and practices of administration, supervision and training;

Interpersonal skills using tact, patience and courtesy;

Operation of a computer and assigned software;

Oral and written communication skills - the ability to turn numbers into words and words into decisions;

Public relations techniques;

ABILITY TO:

Perform a series of professional activities involved in the research, collection, organization, analysis, preparation, processing, interpretation and reporting of County Office of Education and school district enrollment, testing, program and a variety of other data;

Supervise and evaluate the performance of assigned personnel and contract consultants;

Give general direction to the conduct of activities necessary to appraise and evaluate on a continuing and systematic basis, the effectiveness of educational programs and practices;

Compile and analyze data, develop and articulate conclusions, publish reports and make recommendations to improve the educational programs of LEA's and SMCOE programs;

Use statistical packages, database management tools, visualization software;

Prepare and deliver presentations to school administrators, school boards, and public/private organizations that support educational data initiatives;

Analyze and evaluate data and reach accurate conclusions;

Perform statistical calculations accurately;

Comprehend and apply complex information presented in written and numerical form;

Prioritize projects to keep multiple projects moving in a timely manner to meet objectives and timelines;

Communicate effectively both orally and in writing;

Interpret, apply and explain laws, codes, regulations, policies and procedures related to confidential student information;

Establish and maintain cooperative and effective working relationships with others;

Operate a computer and assigned office equipment;

Analyze situations accurately and adopt an effective course of action;

Meet schedules and time lines;

Work independently with little direction;

Plan and organize work;

Prepare comprehensive narrative and statistical reports;

Direct the maintenance of a variety of reports, records and files related to assigned activities

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EDUCATION AND EXPERIENCE:

Any combination equivalent to: Master's degree in research methods, statistics, educational assessment or a related field, and three years of professional level experience conducting research studies and analytical projects, and/or three years of professional level experience in database administration, data governance, and reporting, and/or professional level experience in an environment directly relevant to the position.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license.

WORKING CONDITIONS:

ENVIRONMENT:

Indoor work environment.

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate a computer keyboard.

Seeing to read a variety of materials.

Sitting for extended periods of time.

Hearing and speaking to exchange information.

Approved by Personnel Commission:

Revised: February 9, 2022

November 10, 2021

October 9, 2013