



Loudoun County Public Schools

HUMAN RESOURCES AND TALENT DEVELOPMENT

JOB CLASS SPECIFICATION

Certified: 3/5/2025

Assessment Data Specialist (Welcome Center)

Pay Scale: B

Level: 10

FLSA Status: Non-Exempt

Job Family: Central Office Support

Primary Location: The Historic Douglass High School

Department Overview

The Department of Teaching and Learning (DTL) is charged with the development and implementation of high-quality education to improve student learning. DTL provides leadership, support, direction, and resources in the areas of curriculum, instruction, and assessment to create a climate of success for all learners. The Department includes the following teams: Teaching and Learning; English Learner & Preschool Programs; and Professional Learning and School Supports.

Job Overview

The Assessment Data Specialist has primary responsibility for assessment data review, coding and analysis for the Welcome Center. The Assessment Data Specialist also maintains various databases and creates and maintains various QLIK applications to support the work of the Welcome Center and the overall Division of English Learners.

Roles and Responsibilities

The following information is intended to describe the overall nature and scope of the work being performed. This is not a comprehensive listing of all responsibilities or tasks; work may differ and other work may be assigned when deemed appropriate.

- Maintains confidentiality while working with protected student data in compliance with FERPA and other applicable laws and regulations
- Works with central office staff, school staff, students, and vendors to troubleshoot technical issues
- Maintains user accounts for various assessment management systems
- Develops and improves upon automated solutions to perform office tasks more accurately and efficiently
- Researches, compiles, and analyzes assessment data, producing custom reports as requested
- Designs and presents professional development on assessment management systems, assessment data usage, educational technology, and other relevant topics
- Develops student data file requirements for each assessment window collaborating with the Office of Information Management and Data Security for file production and data validation
- Reviews assessment data for accuracy, in compliance with Virginia Department of Education regulations and assessment vendor requirements
- Serves as the office's liaison with the Department of Digital Innovation

Qualifications

Below are the minimum qualifications for this job. Equivalent combinations of education and experience are also acceptable.

Education

Bachelor's Degree from an accredited University or College

Experience

Related experience

Licenses and Certifications

Knowledge, Skills and Abilities

- Knowledge of student information systems or an equivalent database, to include basic queries and report generation
- Knowledge of Microsoft Access, to include basic queries; ability to develop SQL code preferred
- Advanced knowledge of Microsoft Excel, to include pivot tables, conditional formatting, advanced filtering and sorting techniques, and formula implementation; ability to develop VBA code preferred
- Ability to troubleshoot assessment-related technical issues on multiple platforms (iOS, ChromeOS, Windows); familiarity of school server configuration preferred
- Ability to work independently, organize and prioritize work effectively, work cooperatively with others on group projects, and provide high quality customer service

Physical Requirements

The following provides a brief description of physical requirements for this job:

While performing the duties of this job, the employee is regularly talking, expressing or exchanging ideas by means of the spoken word. The employee must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly. The employee must possess normal cognitive abilities including the ability to learn, recall and apply certain practices and policies. Frequently sitting and/or remaining in a stationary position for long periods of time. Exerting up to 25 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects.

Equal Opportunity Employment

The Loudoun County School Board seeks to cultivate a high performing team of professionals focused on its mission and goals. The School Board values merit and excellence within its workforce and encourages the highest levels of professionalism for all its employees.

The School Board also recognizes and values the diversity of the students and broader community it serves and encourages diversity within its workforce.

The Loudoun County School Board is an Equal Opportunity Employer. The School Board does not discriminate against qualified applicants or employees on the basis of actual or perceived race, national origin, ancestry, color, sex, sexual orientation, gender identity, pregnancy, childbirth or related medical conditions, marital status, age, religion, disability, genetic information, veteran status or any basis protected by law.

ADA Accommodations Disclosure

Under the Americans with Disabilities Act (ADA), Loudoun County Public Schools is required to provide reasonable accommodations to qualified employees with disabilities, unless doing so would pose an undue hardship. Qualified

employees are those who hold the necessary education, skills, and experience for the job; and who can perform its essential responsibilities, with or without an accommodation.

Remote Work Disclosure

The following guidelines apply to jobs and positions where employees have been identified as having the potential to work remotely. Remote work is defined as completing one's duties and responsibilities at a site other than one's assigned duty location. In order to be eligible for remote work privileges, an employee must have demonstrated consistent, positive performance and have the support and approval of their direct supervisor. In addition, these employees must have reliable high-speed internet and a designated workspace that allows them privacy while completing sensitive and confidential work. Employees who are non-exempt and are working remotely will work their regular scheduled hours and gain prior approval from their supervisor if they work more than 8 hours a day or more than 40 hours in a workweek. Remote work privileges can be amended, changed, or revoked based upon the performance of the employee, as well as the needs of Loudoun County Public Schools.