



Anne E. Campbell · County Superintendent of Schools

Date August 16, 2017

To: Anne E. Campbell, County Superintendent of Schools

From: Dr. Gary Waddell, Deputy Superintendent  
Instructional Services Division (ISD)

Subject: **Authorization of Duties and Responsibilities for One (1) New Classified Position**

The Board is requested to authorize the duties of one classified position (.60 FTE) that will support the collection, management, and analysis of data for The Big Lift initiative within the Early Learning Support Services (ELSS) department. This position will have a special focus on The Big Lift summer and attendance interventions.

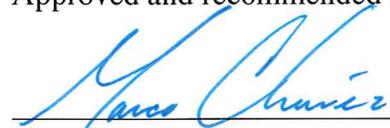
The representative duties and responsibilities of this position are shown below.

Under the direction of an assigned administrator, the position will:

- Provide a variety of professional activities involved in the research, collection, organization, analysis, preparation, processing, interpretation and reporting of child, family, teacher, classroom and agency data collected on early learning quality improvement programs
- Provide technical assistance and training to Big Lift and community agencies in how to use the data systems that will house Big Lift child, family and teacher participants and service data, with a focus on The Big Lift summer and attendance interventions
- Monitor data collection & data quality, provide enrollment reports, collaborate and work with funders and partners on the data related needs of Big Lift programs
- Serve as the data lead for The Big Lift preschool attendance pillar, monitor preschool attendance data and recode and format data as necessary for required periodic data pulls
- Conduct quality assurance checks on data systems on a regular basis. Identify major areas of missing data and follow-up with community programs to provide technical assistance and develop strategies to resolve missing data
- Input, extract, clean, recode and analyze a variety of data from multiple data systems. Summarize findings and generate a variety of reports
- Provide data and evaluation support for The Big Lift external evaluation, including providing data extracts from multiple data systems for evaluators according to research institution specifications

- Receive and evaluate requests for data, statistical analysis and research projects and design and implement research activities to complete projects
- Provide regular summary data and 'data dashboards' on data systems outputs, indicators, and outcomes to Big Lift leadership, stakeholders, funders and evaluators

Approved and recommended to the Board:

  
for Anne E. Campbell  
County Superintendent of Schools