

## **Vail School District Job Description**

**Job Title: CTE DATA REPORTING SPECIALIST**

**Department:** Curriculum

**Reports To:** Director of High School Instruction and CTE

**FLSA Status:** Non-exempt

**Classification:** Level 13

**Created:** 09/09/2014

### **SUMMARY**

The CTE Data Reporting Specialist provides a high level of administrative and clerical support through a wide variety of duties. This position is responsible for the collection, analysis, and reporting of CTE data.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Provides administrative support to the Director of High School and CTE and to other department staff, as needed.

Schedules, organizes, and coordinates meetings, prepares agendas, and may take minutes. May make travel arrangements and complete expense reports.

Ensures state compliance with site CTE student data and programs.

Generates and ensures accuracy of all county, state, and federal enrollment reporting for CTE students and programs including the state 40<sup>th</sup> and 100<sup>th</sup> day reports, Pima County JTED ADM reporting, student placement reporting, and any other applicable report, as assigned.

Generates and ensures accuracy of county, state, and federal performance measure reports.

Maintains records of teacher state and federal accountability.

Creates, updates, and maintains CTE support staff, administration, and teacher records.

Researches, reviews, checks, corrects, and compiles a variety of information; including assisting auditors, verifying data for accuracy, completeness and compliance with established procedures; inputting and retrieving computerized data in computer systems, and other tasks, as assigned.

Independently researches, composes, creates, and processes a wide variety of complex materials, such as correspondence, reports, contracts, forms, spreadsheets, flyers, brochures, applications, memoranda, and other documents.

Takes and transcribes minutes, letters, and memoranda, including materials of a confidential nature as required by the position; prepares correspondence independently, or from verbal instructions.

Receives, processes, and routes mail; orders, issues and maintains department supplies, forms, and equipment.

Attends relevant meetings, trainings, workshops and conferences and shares information gathered for the benefit of the district.

Builds and maintains positive and professional relationships with co-workers, district office and site staff, vendors, and others.

### **SUPERVISORY RESPONSIBILITIES**

This position does not have supervisory responsibilities.

### **QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the education, knowledge, skill, and/or ability required.

### **EDUCATION and/or EXPERIENCE**

Minimum two-year Associate's degree in general studies. Proficient with MS Office applications. Minimum 3 years experience in relevant administrative support role and/or projects-related role. Must have experience at working both independently and in a team-oriented, collaborative environment. Or, equivalent of education, training, work experience determined at the discretion of the Director of High School Instruction and CTE.

### **ABILITIES**

Ability to conform to shifting priorities, demands, and timelines. To make appropriate decisions and to react to project adjustments and alterations promptly and efficiently. To be flexible during times of change. To be persuasive, encouraging, and motivating to ensure project success. Ability to work overtime or to flex scheduled work hours to meet assignments or deadlines.

### **LANGUAGE SKILLS**

Ability to read and interpret documents such as policies, regulations, procedures, and industry related materials and procedure manuals. Ability to speak effectively to leadership, district employees, and members of the community. Ability to write routine reports and correspondence. Ability to effectively present information to staff, administration, parents, and public groups.

### **MATHEMATICAL SKILLS**

Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rounding, rate, ratio and percent and to draw and interpret charts and graphs.

### **REASONING ABILITY**

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to apply common sense, understanding to carry out instructions furnished in written, oral or diagram form. Ability to deal with problems involving several concrete variables in standardized situations. Position requires moderate independent judgment, ability, and knowledge in data entry and reporting.

### **CERTIFICATES, LICENSES, REGISTRATIONS**

None.

### **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee frequently is required to climb or balance and stoop, kneel, crouch, or crawl. The employee is occasionally required to taste or smell. The employee must regularly lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, and ability to adjust focus.

### **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.