



Human Resources Office

102 S. Hickory Avenue
Bel Air, Maryland 21014
410-588-5226 - www.hcps.org

AN EQUAL OPPORTUNITY EMPLOYER

VACANCY ANNOUNCEMENT

August 30, 2021

HCPS is committed to recruiting and retaining effective and diverse educators and staff to build a climate of student success and improve learning experiences for every child in every classroom.

INSTRUCTIONAL DATA SPECIALIST

POSITION SUMMARY:

Under the direction of the Supervisor of Accountability, oversees the operations of the student instructional database and management system and supports the Office of Accountability regarding assessment and accountability measures.

DUTIES AND RESPONSIBILITIES INCLUDE

- Serves as the point of contact with school assessment liaisons and various offices related to the instructional database management system (IDMS).
- Manages the district course catalog and communicates changes with applicable stakeholders.
- Communicates and coordinates technical support activities with stakeholders, e.g., Office of Accountability, Office of Technology and Information Services, schools, and vendors.
- Oversees the administration of various assessment platforms, including account management and providing training and support.
- Works collaboratively with the curricular content offices and vendors regarding the development, delivery, and analysis of locally created assessments.
- Provides direct assistance and professional development to school system employees regarding state and local assessments, accountability and performance measures, and assessment systems.
- Coordinates the design and validation of data collection forms and surveys with other offices, schools, and vendors.
- Supports the North Star initiative through a variety of means, including the creation of reports and communication with stakeholders.
- Monitors data exchanges between the school system and the various assessment systems for accuracy.
- Performs necessary research, analysis, and evaluation to determine problem resolution with technical aspects of the various assessment system.
- Manages, coordinates, and collaborates with other offices regarding specialized assessments such as the state alternative assessments, W-ACCESS for English Language Learners, and other local assessments.
- Assists with data collection using various tools including web-based and data collection software packages, analysis, and the preparation and presentation of reports.
- Creates and coordinates student articulation data files via Microsoft Excel spreadsheets.
- Writes and maintains user instructions.

SALARY

Salary range based on the FY 2021-2022 AHCATSP Salary Schedule for Non-Certified Administrative, Technical and Supervisory Professionals.
Grade D - Salary Range: \$82,244 – \$99,366

REQUIREMENTS

- Bachelor's degree from an accredited college or university in business, information systems, education, or a related area. Additional work experience may be accepted in lieu of a Bachelor's Degree.
- One year of experience in managing, collecting, and reporting complex data.
- Proficient with the use of Microsoft Office software programs and eLearning platforms.
- Experience with Microsoft BI and SQL Server, preferred.
- Experience in the field of education and/or assessment, desired.
- Strong project management skills and ability to manage multiple projects simultaneously within deadlines.

HOW TO APPLY

Employment applications are accepted online only. To access the online application site, visit the Current Job Openings section of the HCPS website at www.hcps.org. If you have questions or require assistance, please contact the Human Resources Office at 410-588-5226.

DEADLINE

Online applications will be accepted for this vacancy until the position is successfully filled. Candidates who apply by Wednesday, September 8, 2021 will receive immediate consideration.

The Board of Education of Harford County does not discriminate on the basis of age, ancestry/national origin, color, disability, pregnancy, gender identity/expression, marital status, race, religion, sex, or sexual orientation in matters affecting employment or in providing access to programs and activities and provides equal access to the Boy Scouts and other designated youth groups.

In accordance with the requirements of Title IX of the Education Amendments of 1972 (20 U.S.C. § 1681, *et seq.*), Harford County Public Schools does not discriminate on the basis of sex in any of its programs or activities or with regard to employment. Inquiries about the application of Title IX, and its implementing regulations to Harford County Public Schools may be referred to Dr. Paula Stanton, Harford County Public Schools Title IX Coordinator, by mail to 102 S. Hickory Avenue, Bel Air, Maryland 21014, or by telephone to 410-809-6064 or by email to Paula.Stanton@hcps.org, or the Assistant Secretary for the Office of Civil Rights in the United States Department of Education by mail to 400 Maryland Avenue, SW, Washington, DC 20202 or by telephone 1-800-421-3481, or both.

This document is available in alternative form upon request. To request disability-related reasonable accommodations, please notify a staff member in the Human Resources Office at the time you are contacted for an interview.

AFFIRMING EQUAL EMPLOYMENT IN PRINCIPLE AND PRACTICE