

**Job Title:** District Data Specialist  
**Department:** Teaching & Learning  
**Reports To:** Director of Teaching & Learning  
**FLSA Status:** Exempt  
**Salary Schedule:** ES lane 06



## **SUMMARY**

The District Data Specialist is responsible for the collection, management, and application of educational data to support instructional improvement and informed decision-making across the district.

### **Key responsibilities include:**

- Collect, maintain, and aggregate educational data using vendor and internal systems.
- Manage the district digital product library, including product information and data privacy classifications.
- Collaborate with district leadership to identify and implement “Core Products.”
- Ensure compliance with laws, policies, and district procedures regarding student data privacy and educational data use.
- Assess educator learning needs and provide coaching on the effective, privacy-compliant use of educational data.
- Participate actively in Professional Learning Communities (PLCs) to support district and school improvement goals.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** *may include the following. Regular, reliable worksite attendance and timeliness is an essential job function to perform the essential duties and responsibilities of the position. While this job description attempts to outline all essential duties of the position, the description is not a contract and the job functions are subject to change at the organization’s discretion. Other duties may be assigned.*

### **Educational Learning Data:**

- Collects, maintains, analyzes, and provides educational data and related systems to support district, schools, and the Teaching, Learning and Assessment Department.
- Collaborates with Content Coordinators to support and train staff on pedagogical processes that address current teaching and learning needs.
- Supports educators in selecting, collecting, analyzing, and using data to inform instruction and improve student learning outcomes.
- Assists the Teaching and Learning Department in data-informed decision-making by providing insights and reporting that support educational goals.
- Ensures compliance with district policies, procedures, and applicable laws, under the direction of the Director of Technology Data & Privacy.

**Student Data Privacy for Digital Products:**

- Assists with initial rostering, setup, LTI connections, troubleshooting, access controls, product privacy settings, annual product setup, feature updates, vendor communications, technical training, and district-level product support.
- Maintains the district digital product database, including research on vendor privacy policies, data privacy agreements, contracts, and state/federal compliance requirements, as well as providing database training and educator coaching.
- Supports educator coaching related to the instructional use of educational data and adherence to student data privacy standards.

**Professional Learning Communities and Team:**

- Participates in professional development to identify needs, provide resources and training, and deliver on-site coaching to enhance the use of learning technologies and instructional practices.
- Engages in ongoing professional growth to strengthen pedagogical knowledge, coaching skills, and other relevant competencies.
- Actively participates in the work of Professional Learning Communities (PLCs) and the Teaching and Learning Department to support district and school improvement initiatives.

**CoSN Aligned Team Responsibilities:**

**Leadership and Vision**

- Supports leadership and strategic planning by collecting and analyzing data to monitor progress toward district educational goals.
- Ensures compliance with laws, policies, and guidelines governing learning data, digital products, and instructional practices.
- Manages and updates digital learning products in alignment with legal, policy, and pedagogical requirements.
- Promotes ethical and responsible use of educational technologies while fostering continuous improvement in instructional technology practices.
- Develops staff awareness of privacy, security, and online safety related to educational technologies.
- Engages in ongoing professional learning to enhance instructional support, provide targeted training, and integrate student data privacy practices into school-based Professional Learning Communities (PLCs).

**Understanding the Educational Environment**

- Collaborates with the Director of Teaching, Learning and Assessment to develop, implement, and monitor long-range, systemic technology initiatives aligned with educational outcomes.
- Participates in the selection and evaluation of educational technology products to support district instructional goals.

- Promotes and models effective use of educational technologies, media, and data to enhance standards-based, evidence-based, and competency-based learning.
- Supports personalized instruction that develops deeper learning, future-ready skills, and college-, career-, and life-readiness.
- Uses data-driven methods to manage and assess educational technologies, guiding instructional decision-making for leaders, teams, and teachers.

## **SUPERVISORY RESPONSIBILITIES**

This job has no supervisory responsibilities.

**KNOWLEDGE, SKILLS, ABILITIES, AND 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 knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Must demonstrate an acceptable level of maturity, good judgment, and emotional stability.*

- Sound understanding of educational technology development and implementation, learning data sciences, and student data privacy.
- Demonstrate understanding of high-impact educational data and data privacy practices, to include current trends, products, software, tools, and research.
- Sound understanding of, and ability to identify, select, vet, and develop, educational data and data privacy resources for all grades and content areas.
- Sound understanding of, assessment development, use, and analysis.
- Ability to maintain, manage, and develop educational technology data systems, data privacy databases, supporting products, and compliant processes that guide the use of learner data.
- Ability to work with SQL, SFTP, databases, and code to display educational data in visual and compelling formats using district selected data systems.

Ability to read, write, and communicate effectively in English at a level required for successful job performance. Ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents. Ability to respond to common inquiries or complaints from employees, regulatory agencies, administrators, students, or members of the community. Ability to write policies and procedures for publication that conform to prescribed style and format. Strong written and oral communication skills. Strong presentation and interpersonal skills.

Ability to work with applicable mathematical concepts. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations. Ability to perform mathematical operations using units of American money.

Ability to apply common sense understanding to carry out essential duties of this position. Ability to carry out instructions furnished in written, oral, or diagram form. Ability to troubleshoot and solve problems involving concrete variables and situations. Ability to define problems, collect data, establish facts, and draw valid conclusions.

**EDUCATION and/or EXPERIENCE**

A Bachelor’s Degree and a minimum of 5 years related technology experience and training in the essential functions of the position; or equivalent combination of education and experience.

Experience using multiple digital curriculum and data systems.

Ability to code, use SQL, and to develop and maintain databases and database visualizations.

**CERTIFICATES, LICENSES, REGISTRATIONS**

Must have an active professional level Utah Teaching License with an Educational Technology Endorsement.

Must have and maintain an active Utah Driver’s License. Must complete Utah Risk Management Defensive Driver training every two years. (Utah Code R31-1)

**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 use hands to handle, or feel, and talk or hear. The employee frequently is required to stand, walk, and reach with hands and arms. The employee is occasionally required to sit; climb or balance; stoop, kneel, crouch, or crawl; and taste or smell. The employee must regularly lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, 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.*

While performing the duties of this job, the employee occasionally works in outside weather conditions. The noise level in the work environment is usually moderate.

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Prepared By: <b>Director of Teaching and Learning</b>		Date: <b>03/5/2026</b>
Approved By: <b>Assistant Director, Human Resources</b>		Date: <b>05/15/2026</b>
<input type="checkbox"/> Reviewed	<input type="checkbox"/> Revised	By: _____ Date: _____
<input type="checkbox"/> Reviewed	<input type="checkbox"/> Revised	By: _____ Date: _____

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**EMPLOYEE ACKNOWLEDGEMENT OF RECEIPT:**

***By signing below, I acknowledge that I have received a district approved position description for my current position. I understand it is my responsibility to review the position description and direct any questions regarding the position description to my department supervisor or the Human Resources Department.***

Print Name:	Date:
Employee Signature:	