

Job Title: MTSS Data Technician
Department: District Office
Reports To: SEL Coordinator
FLSA Status: Non Exempt
Salary Schedule: SC lane 06



SUMMARY

Washington County School District takes a Multi-tiered System of Support (MTSS) approach to meeting the social, emotional and mental health needs of our students to empower them to learn at high levels. An important component of MTSS is early identification and early intervention. In order to make data driven decisions for the ongoing support and intervention for students progress, data must be collected, monitored, and analyzed on an ongoing basis. The MTSS Data Technician will support the implementation, progress monitoring, and ongoing data analysis for all MTSS data sources.

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.*

The MTSS Data Technician will work collaboratively with the MTSS Team and Technology Team to create efficient and streamlined data collection processes.

Create data collection methods to measure outcomes at Tier 1, 2, and 3.

Create aesthetic and user friendly reports to showcase outcomes data at the school and district level.

Will be proficient in powerschool to combine multiple data sources to create a picture of student wellbeing and progress toward goals in a report at the school and district level.

Assist with assessments and data projects as needed.

Collaborate and communicate with District staff, School Administrators, School staff and other stakeholders involved with data collection, monitoring, and analyzing reports to measure intended outcomes of goals.

Will complete other duties as assigned.

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.

Ability to read, write, and communicate effectively in English at a level required for successful job performance. Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of employees of the school district.

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.

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 variable situations. Ability to define problems, collect data, establish facts, and draw valid conclusions.

EDUCATION and/or EXPERIENCE

Associate's Degree or equivalent; or six months to one year related experience and/or training; or equivalent combination of education and experience.

Experience with Microsoft Excel, Google Drive, and PowerSchool preferred.

CERTIFICATES, LICENSES, REGISTRATIONS

This position does not require any certificates or licenses.

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 finger, handle, or feel; reach with hands and arms; and talk or hear. The employee frequently is required to stand, walk, and sit. The employee is occasionally required to stoop, kneel, crouch, or crawl. The employee must frequently 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, peripheral vision, color vision, and the 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 noise level in the work environment is usually moderate.

Prepared By: Social Emotional Learning Coordinator	Date: 07/28/2021
Approved By: Assistant Director, Human Resources	Date: 08/03/2021

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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:	