



**DATE:** May 5, 2021

**TO:** Board of Education

**FROM:** Mrs. Carmen Ghysels, Superintendent Chief Learning Officer

**SUBJECT:** Approve Proposed New Job Description Curriculum Data and Assessment Technician

**PRESENTED BY:** Joan Zappettini, Director of Human Resources

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**ACTION REQUESTED**

Approve Proposed New Job Description Curriculum Data and Assessment Technician

**BACKGROUND INFORMATION**

This job description has been created to align with specific needs of the Educational Services Department. The former position of Data Entry Technician is vacant and has been closed. This newly title position encompasses many of the former duties of the Data Entry Technician and has been created to include additional support in implementing, monitoring, and sustaining a comprehensive student data and assessment system that connects assessment to instruction and facilitates the use of assessment results to target instruction and intervention; oversees the attainment, management, and distribution of District Instructional Materials and performs various other clerical duties where needed in support of the on-going operations of the Educational Services Department and the District.

**RESOURCES REQUIRED:** N/A

**PREPARED BY:** Cindi Friedli for Joan Zappettini

Attachment: Proposed Job Description - Draft