

Clark Atlanta University

Job Description

Position Title:	Data and Educational Technology Specialist
Employee:	
Department:	Placement and Partnerships
Reports To:	Assistant Dean of Placement and Partnerships

The following statements are intended to describe the general nature and level of work to be performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

General Function (Description):

The Data and Educational Technology Specialist provide leadership for assessment, accreditation, educational technology, data management, and continuous improvement initiatives within the School of Education. This position oversees the collection, analysis, reporting, and dissemination of candidate and program data while managing educational technology systems and instructional support resources that enhance teaching, learning, and program effectiveness. This position is funded by Title III, a federal grant from the U.S. Department of Education. Continued employment is contingent upon the availability of grant funding. The selected candidate must allocate 100% of their time and effort to work that directly supports Title III program objectives.

Examples of Duties and Responsibilities:

Assessment and Accreditation

- Lead the development and implementation of comprehensive assessment systems.
- Coordinate data collection, analysis, and reporting for accreditation, state approval, and institutional effectiveness.
- Monitor candidate performance, program outcomes, complete effectiveness, and employer satisfaction data.
- Prepare assessment reports and accreditation evidence
- Support continuous improvement planning and implementation.

Data Analytics and Reporting

- Maintain Watermark platform throughout the semester
- Develop dashboards and performance metrics for undergraduate academic programs
- Analyze trends related to enrollment, retention, candidate progression, certification, and completion.
- Conduct survey design, administration, and analysis.
- Generate reports for faculty, administrators, advisory boards, and accrediting agencies
- Ensure accuracy, integrity, and security of program data

Educational Technology and Instructional Support

- Manage educational technology platforms including Watermark, and interface CANVAS, and related applications.
- Provide training and technical support to faculty, staff, university supervisors, cooperating teachers, and candidates.
- Support technology integration initiatives within educator preparation programs.
- Coordinate instructional technology resources and digital learning tools.
- Develop training materials and workshops related to educational technology and assessment systems.

Strategic Planning and Continuous Improvement

- Collaborate with faculty and administrators to establish key performance indicators.
- Monitor strategic goals and performance outcomes.
- Support data-informed decision-making processes.
- Lead special projects related to innovation, technology, assessment, and program effectiveness.

Knowledge, Skills and Abilities

- Experience working with databases, reporting systems, and educational technology platforms.

Preferred Qualifications

- Knowledge of CAEP, GaPSC accreditation standards.
- Experience with survey development, data visualization, and dashboard creation.

•Strong analytical, technical, and project management skills

Minimum Hiring Standards:

Education	Master's degree in Education, Educational Technology, Assessment, Data Analytics, Institutional Research, or related field required. Doctorate preferred.
Years of Experience Required	Minimum of two years of experience in assessment, educational technology, institutional research, or program evaluation.
Years of Management/Supervisor Experience	N/A