



## **POSITION DESCRIPTION**

Job Title: Part-Time Data Collector, Temporary  
Reports To: Director of Research & Innovation  
Exempt/Nonexempt: Nonexempt  
Direct Reports: None

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### **Purpose**

#### **Essential Job Functions**

1. Successfully participate in an August training to ensure fidelity of administration of the assessments and observations.
2. Administer brief assessments of word reading fluency to second and third grade students within assigned schools.
3. Conduct a series of 15 min student observations of academic engagement during literacy instruction. Observations will be structured to support consistency in ratings.
4. Conduct a smaller number of classroom observations of literacy instruction within partnering classrooms. Observations will be structured to support consistency in ratings.
5. Faithfully enter assessment data into a data management system, maintaining data confidentiality of students as trained and required.
6. Excellent attendance at assigned locations as scheduled.

#### **Hourly commitment across the year:**

Data collectors for this project will need to be available 10-20 hours/week for data collection activities during regular elementary school hours from beginning September 1<sup>st</sup> through approximately November 1<sup>st</sup>. The number of hours will be variable beginning January 2022 through May 2022 (i.e., the frequency and duration of data collection will be fixed in the fall and on a rolling basis in the winter/spring of the upcoming academic year).

This position is available to all, without regard to Race, color, creed, religion, national origin, sex, marital status, status with regard to public assistance, familial status, disability, sexual orientation, or age. It is also unlawful to retaliate against any person

who files a complaint about discrimination. In addition to filing a complaint with local and state agencies that are responsible for resolving discrimination complaints, you may bring a complaint to the attention of AmeriCorps.

**Pay:** \$22/hour

Please send cover letter and resume to [lisacarlson@serveminnesota.org](mailto:lisacarlson@serveminnesota.org). The closing date for applications is Friday, August 6, 2021.

For questions regarding this position, please contact Peter Nelson, [peter@serveminnesota.org](mailto:peter@serveminnesota.org).