



## **Data Collector Part Time Temporary**

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### **Purpose**

Data collectors will administer assessments, observe student academic engagement, and observe classroom literacy instruction at partnering sites as part of a research project investigating ways to help students maintain reading success after graduating from a literacy tutoring program.

Pay \$23/hour

### **Essential Job Functions**

1. Successfully participate in trainings beginning in September to ensure fidelity of administration of the assessments and observations.
2. Administer reading assessments 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 and observation data into a data management system, maintaining data confidentiality of students as trained and required.
6. Excellent attendance at assigned locations as scheduled.
7. Virtually attend weekly team check-in meetings.

### **Other Job Functions**

Data collectors for this project will need to be available 10-20 hours/week for data collection activities during regular elementary school hours from September 1<sup>st</sup> through approximately June 1<sup>st</sup>. The number of hours will vary throughout the year, with the greatest frequency of hours in the fall. Data collection will take place in Twin Cities metro-area schools.

### **Job Qualifications**

#### **Minimum**

- Strong computer skills, including MS Office, internet, and databases

- Experience working with children.
- Knowledge and experience working with individuals, both students and educators, with different backgrounds, resulting in professional behaviors that respect different experiences, cultures, norms, languages, and socio-economic background.

### **Preferred**

- Experience in conducting educational assessments with fidelity.
- Knowledge of FERPA and maintaining student data confidentiality

### **Workplace**

At ServeMinnesota, we are highly invested in the success of our people. We strive to make it an awesome and inclusive place to work and we recruit passionate people. We are looking for people who are energized by making an impact in our communities through national service.

This position is available to all, without regard to Race, color, creed, religion, national origin, sex, marital status, and 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 the AmeriCorps Agency.

ServeMinnesota is committed to hiring staff people who reflect the diversity of the Minnesota communities we serve. Studies have shown that women and people of color are less likely to apply for jobs unless they believe they meet every one of the qualifications as described in a job description. We are most interested in finding the best candidate for the job, and that candidate may be one who comes from a less traditional background. We would encourage you to apply, even if you don't believe you meet every one of our qualifications described.

ServeMinnesota requires all employees to be fully vaccinated for COVID-19, the only exception to this requirement is an approved medical or religious exemption.

### **Applications**

Please submit a resume. Instead of including a cover letter, please answer each of these questions in either the body of the email or as a separate attachment, so we can get a better idea of your experience and interest in this position and our organization:

1. Why are you interested in ServeMinnesota and this particular position?
2. How does your experience align with the Essential Job Functions and Minimum Qualifications of this position?

Submit applications to [lisacarlson@serveminnesota.org](mailto:lisacarlson@serveminnesota.org).

Application deadline is May 31, 2023.