Title: Data Analyst

GENERAL DESCRIPTION

This general responsibility supports the district's efforts to increase K-12 student achievement by monitoring, analyzing, evaluating, and communicating progression towards attainment of all instructional and operational goals in the District's Strategic Plan, Student Achievement.

Primary Duties:

Knowledge of research design, sampling procedures, descriptive and inferential statistics, and data presentation techniques.

Knowledge of test construction, scoring and norming techniques.

Knowledge of Florida School Accountability system including standardized state assessment construction, scoring, and presentation of results.

Ability to assist and support the maintenance of an accurate student data management system using a variety of platforms to interact with the data.

Ability to assist in the construction of local assessments aligned to curriculum standards of multiple content areas.

Ability to appropriately select and use data analysis tools and techniques to evaluate the effectiveness of state standardized and district developed assessments.

Ability and willingness to learn new software programs that assist in the analysis of performance data.

Ability to assist and support the development and implementation of a student performance progress monitoring system.

Ability to plan and organize schedules and timelines in an environment with constantly changing priorities.

Strong organizational and interpersonal skills.

Actively engage in the design and implementation of statistical analysis to evaluate the impact of new curricula, professional development, teacher training, or other interventions on student and teacher learning as well as classroom teacher practices.

Monitor and evaluate all strategies within the District's Strategic Plan and periodically report findings to executive management.

Conduct both cross-sectional and longitudinal analysis of student, staff and operational data using a variety of techniques.

Assume responsibility for the analysis of student outcomes on locally developed, state standardized, and

nationally normed assessments.

Assume responsibility for the interpretation of student achievement and test results, and prepare verbal, written and visual reports for internal and external audiences.

Disaggregate school test data using quantitative methods, including statistical analysis and interpretation.

Provide consultative services in evaluation and research to countywide and individual school personnel.

Assume responsibility for evaluation and research design, sampling, design of data collection instruments along with data collection strategies, statistical analysis and execution for assigned projects, and follow through with established timelines.

Prepare reports and makes presentations as needed.

Administer the collection of data from various departments and/or schools.

Compile and verify data for the production of regular and/or special statistical reports from various sources.

Develop an/or select appropriate research designs, data collection instruments, evaluation models and population samples to assist the Superintendent, Board and departments in assessing effectiveness of functions and programs throughout the school system.

Maintain a database to insure that data can be retrieved and appropriately used in the future through documentation and archiving.

Use statistical software to analyze data and prepare reports.

Research and conduct evaluations of school based instructional programs.

Review current developments, literature and technical sources of information related to job responsibilities.

Assist with the timely and accurate development and submission of local, state and federal files and reports as needed.

Perform other duties as assigned by the Executive Director of Accountability and Assessment.

Other Duties:
Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice. Employees are expected to fulfill other duties as assigned.

GENERAL RESPONSIBILITIES AND REQUIREMENTS

Data Responsibility:
"*Data Responsibility*" *refers to information, knowledge, and conceptions obtained by observation, investigation, interpretation, visualization, and mental creation. Data are intangible and include numbers, words, symbols, ideas, concepts, and oral verbalizations.*

Synthesizes or integrates analysis of data or information to discover facts or develop knowledge or interpretations; modifies policies, procedures, or methodologies based on findings.

People Responsibility:
"*People Responsibility*" *refers to individuals who have contact with or are influenced by the position.*

Instructs or trains others through explanation, demonstration, and supervised practice, or by making recommendations on the basis of technical disciplines.

Assets Responsibility:
"*Assets Responsibility*" *refers to the responsibility for achieving economies or preventing loss within the organization.*

Requires responsibility and opportunity for achieving considerable economies and/or preventing considerable losses through the management of a large division or minor department.

Mathematical Requirement:
"*Mathematics*" *deals with quantities, magnitudes, and forms and their relationships and attributes by the use of numbers and symbols.*

Uses advanced calculus working with limits, continuity, real number systems, or mean value theorems; modern algebra, including advanced operational methods; or statistical inference and econometrics.

Communications Requirements:
"*Communications*" *involves the ability to read, write, and speak.*

Reads professional publications; composes complex reports and manuals; speaks formally to groups outside the organization.

Complexity of Work:
"*Complexity of Work*" *addresses the analysis, initiative, ingenuity, creativity, and concentration required by the position and the presence of any unusual pressures.*

Performs work involving the application of logical principles and thinking to solve practical problems within or applying to a unit or division of the organization; requires continuous, close attention for accurate results and frequent exposure to unusual pressure.

Impact of Decisions:
"*Impact of Decisions*" *refers to consequences such as damage to property, loss of data or property, exposure of the organization to legal liability, or injury or death to individuals.*

Makes decisions with very serious impact - affects entire organization and the general public.

Equipment Usage:
"Equipment Usage" refers to inanimate objects such as substances, materials, machines, tools, equipment, work aids, or products. A thing is tangible and has shape, form, and other physical characteristics.

Handles machines, tools, equipment, or work aids involving some latitude for judgment regarding attainment of standard or in selecting appropriate items.

Safety of Others:
"*Safety of Others" refers to the responsibility for other people's*

Requires management level responsibility for application and interpretation of the policies regarding the provision of continuous enforcement of the laws and standards of public health and safety.

EDUCATION AND EXPERIENCE REQUIREMENTS

Education Requirements:
Master's Degree in Education, Educational Leadership, Statistics, Operations Research or related field required

Emphasis in higher-level mathematics, statistical data analysis, assessment, measurement and/or computer programming preferred

Licenses Certifications Registrations Required:
"*Licenses, Certifications, and Registrations" refers to professional, state, or federal licenses, certifications, or registrations required to enter the position.*

Appropriate State of Florida professional certification as required and applicable

Experience Requirements:
Three (3) years experience with the development, implementation, analysis and reporting of evaluation and research projects preferred.

AMERICANS WITH DISABILITIES REQUIREMENTS

Physical Demands:
"*Physical Demands" refers to the requirements for physical exertion and coordination of limb and body movement.*

Requires medium work involving standing or walking some of the time, exerting up to 50 pounds of force on a regular basis, and moderate dexterity in operating office equipment.

Unavoidable Hazards:
"*Unavoidable Hazards" refers to unusual conditions in the work environment that may cause illness or injury.*

The position is exposed to no unusual environmental hazards.

Sensory Requirements:
"*Sensory Requirements" refers to hearing, sight, touch, taste, and smell necessary to perform the tasks required by the position efficiently.*

The position requires normal visual acuity and field of vision, hearing and speaking abilities, color perception.

American With Disabilities Act Compliance:

 ADA requires the District to provide adequate accommodations to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.

Term of Employment:
Annual Contract

Reports To:
Executive Director of Assessment and Accountability

Supervises:
Assigned Support Staff

PAY GRADE: From: D133A1 To: D13303
Number of Months: Number of Days: Hours:
Non-exempt

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee_____ Date_____

Board Approved 3/18/2016