



Analyst III, Research & Data

Reports to: Director, Research & Data

Division: Office of Accountability

Structure/Grade: Unified 124

Workdays: 246 Days

Position Summary

Assists with the implementation of the district's student data systems to measure student performance over time, providing the school district, staff, and parents with data analysis and interpretation, and works collaboratively with all stakeholders and communicates effectively with stakeholders regarding the successful use of data.

Essential Job Duties

- Assists with the implementation of the district's research, data, and evaluation program and implements the accountability system for student achievement, perception data, program data, and demographic data.
- Researches and implements best practices, methods, and procedures for empirical evaluation of instructional programs and practices.
- Utilizes the District's student data system to measure student assessment performance over time to inform educational decision-making.
- Conducts statistical analysis, such as t-test, ANOVA, multivariate regression, factor analysis, HLM models, and RASCH analyses, on classroom quality indicators and student educational outcomes to identify implications for data-driven decision-making and program improvement.
- Led the development of plans to improve data collection efforts for state reporting requirements by monitoring, managing, and analyzing data on students' demographics and coordinating data improvement processes with managers in other departments.
- Supports data reporting and disseminates research information and findings to both internal and external stakeholders.
- Manages research design and analysis with the ability to communicate findings, both written and orally, to a broad range of audiences, including policymakers, academics, district leadership, and staff.
- Performs other duties as assigned.

Qualifications

- A Bachelor's degree in Accounting, Business Administration, Finance, or a closely related area from a Professional Standards Commission-approved accredited college or university is preferred. Associate's degree required. If an Associate's degree is not held, a minimum of five (5) years of related experience may be considered.

Knowledge, Skills, and Abilities

- Knowledge of organizational and department functions; operational procedures; DCSD policies and procedures; principles and practices of supervision; budgeting and spending; relevant available public and private resources and services; and effective training and delivery models for adult learners
- Skill in coordinating and collaborating with federal, state, regional, and local organizations and departments to establish and execute responsibilities; effective oral, written, and interpersonal communication; data analysis; case management and records retention; taking and transcribing dictation and a variety of materials



that may include statements and minutes; composition of a variety of correspondences, reports, and other materials.

- Ability to perform a variety of administrative support assignments; meet and interact with various governmental officials/community representatives, students, parents, personnel and other visitors; convey complex or multi-tiered information to persons in a user-friendly and understandable manner; use relevant computer applications; prioritize assignments; and manage multiple tasks simultaneously.

Physical Demands and Work Environment

- Constantly required to exchange accurate information.
- Constantly operates a computer and other office machinery.
- Constantly observes details at close range.
- Frequently remains in a stationary position.
- Occasionally moves about inside an office.
- Occasionally moves office equipment weighing up to 25 pounds.
- Constantly works in an indoor environment.

By signing below, I agree that I have read and understand the requirements and the essential functions of this position.

Employee: _____ Date: _____