

SCHOOL DISTRICT OF INDIAN RIVER COUNTY

DATA ANALYST AND PROJECT MANAGER

JOB DESCRIPTION

QUALIFICATIONS:

- (1) Bachelor's degree in Statistics, Mathematics, Education, Educational Leadership, Operations Research, or related field.
- (2) Master's degree preferred.
- (3) Experience in educational accountability, performance measurement, program evaluation, data analysis, educational research, assessment or related field, preferred.
- (4) Valid Florida certification in Teaching, Educational Leadership, Administration and Supervision or School Principal, preferred.
- (5) Satisfactory criminal background check and drug screening.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of statistics, including but not limited to, statistical techniques and methods, sampling, measures of dispersion, central tendency, reliability, validity, correlations, trends, forecasting, and categorical data analysis. Knowledge of the significance of various statistical measures. Knowledge of spreadsheets, databases, and computer based statistical applications, and data visualization platforms (Power BI preferred). Ability to use DAX programming language for data analysis. Ability to perform a variety of statistical analysis. Ability to analyze and interpret statistical data and present conclusions in written and graphic form. Knowledge of Florida's state assessment data and reporting. Knowledge of national, federal, state and local assessments. Ability to assess levels of student achievement effectively, analyze test results, and prescribe actions for improvement. Knowledge of School Board policies as they relate to educational accountability. Knowledge of current trends, research, and best practices related to educational accountability and data analysis. Ability to communicate orally and in writing. Ability to plan, establish priorities, and implement activities for maximum effectiveness. Knowledge of current technologies. Ability to work effectively with peers, administrators, and others.

REPORTS TO:

Director of Accountability & Research

JOB GOAL

To support data-driven decision making by monitoring, analyzing, evaluating, and communicating performance data to facilitate academic achievement and related projects.

SUPERVISES:

N/A

PERFORMANCE RESPONSIBILITIES:

Service Delivery

- *(1) Assist with conducting and designing studies requiring the collection, assembly, and compilation of educational data.

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Revised: 07/21/20

Revised: 06/22/21

Revised: 06/12/23

DATA ANALYST AND PROJECT MANAGER (Continued)

- * (2) Prepare charts, tables, and graphs for the purposes of conveying data analysis.
- * (3) Maintain records and prepare reports and correspondence.
- * (4) Coordinate the acquisition, management, analysis, and reporting of educational data for schools and departments.
- * (5) Assist schools and departments in their efforts to evaluate educational programs using data.
- * (6) Provide technical assistance on the retrieval and storage of student data.
- * (7) Collect, compile, analyze, and report data (e.g., enrollment information, course grades, attendance, graduation rates, high stakes and local assessment data, historical data, and other standardized assessment data).
- * (8) Query data to address specific informational requests from school and departments.
- * (9) Create user-friendly reports and data dashboards to assist all stakeholders in data-driven decision making.
- * (10) Develop protocols to ensure data accuracy and confidentiality.
- * (11) Assist schools and departments with various data requests.
- * (12) Analyze local assessment data for the purposes of program improvement and reliability.
- * (13) Collect, organize, track, and disseminate data regularly to all stakeholders.
- * (14) Develop solutions and design systems through an analytical process involving data gathering, data manipulation, coding, testing, and production.
- * (15) Design new data dashboards to accommodate changes in state and/or local data needs.
- * (16) Maintain existing internal data dashboards, public-facing data dashboards, and underlying dataflows.

Administrative/Management

- * (17) Use time effectively.
- * (18) Manage materials and equipment effectively.
- * (19) Establish and maintain effective and efficient record keeping procedures.
- * (20) Assist in the preparation of required reports to the state.
- * (21) Use technology resources effectively.

Assessment/Evaluation

- * (22) Interpret data (including but not limited to standardized and other test results) for diagnosis, instructional planning, and program evaluation.
- * (23) Assist schools and District departments in collecting, analyzing, and interpreting data that relates to the School Improvement Process.
- * (24) Assist schools and District departments with the use of data to establish, monitor, and evaluate specific goals and objectives listed in their School Improvement Plans.
- * (25) Assist in the evaluation, selection, and use of district wide data warehouse and management systems.
- * (26) Communicate student progress in understandable terms to all stakeholders.
- * (27) Use statistical software to analyze data and prepare reports.
- * (28) Assist in the administration and training of all national, federal, state and local assessments, including testing planning, security, preparation, disseminating, and inventory of testing materials.

Intervention/Direct Services

- * (29) Provide the data analysis necessary to assist schools during the development, implementation and evaluation of the School Improvement Plans.
- * (30) Assist schools with the use of technology for the purposes of collecting, analyzing and interpreting data.

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DATA ANALYST AND PROJECT MANAGER (Continued)

- * (31) Create, manipulate, save, transfer, export and import data between various applications, including database, spreadsheet, word processing, and data visualization programs.
- * (32) Use the Internet for downloading data as well as posting information related to School Improvement.

Collaboration

- * (33) Communicate effectively, both orally and in writing, with other professionals, students, parents and community.
- * (34) Collaborate with school staff, administrators, and District departments.
- * (35) Collaborate with peers and other professionals to enhance student learning.

Staff Development

- * (36) Conduct in-service training in data collection techniques, utilization of data to enhance the instructional process, and
- * (37) Engage in a continuing improvement of professional skills and knowledge.
- * (38) Learn new and emerging technologies and software applications that relate to data analysis, the School Improvement Process, and state testing platforms.

Professional Responsibilities

- * (39) Act in a professional and ethical manner and adhere at all times to The Code of Ethics and Principles of Professional Conduct of the Education Profession in Florida.
- * (40) Demonstrate attention to punctuality and regular attendance.
- * (41) Prepare all required reports in an accurate and timely manner and maintain all appropriate records.
- * (42) Maintain confidentiality of student and other professional information.
- * (43) Comply with policies, procedures and programs.
- * (44) Exercise appropriate professional judgment.
- * (45) Assist schools to ensure that student growth and performance are continuous and appropriate for age group, subject area and/or student program classification.
- * (46) Performs other duties as may be assigned by the supervisor.

*Essential Performance Responsibilities

PHYSICAL REQUIREMENTS:

Light Work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force as frequently as needed to move objects.

Job Description Supplement 07

TERMS OF EMPLOYMENT:

Professional Technical
FLSA Exempt

Pay Grade A

250 day Contract (12 months)

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

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