



## **Job Description**

**Job Title:** Accountability Analyst, Assessment and Data Integration

**Supervisor:** Supervisor II,  
Research and Evaluation

**Position Code:** 2E26, Be26

**Pay Grade:** 39

**Job Classification:** Exempt

**Contract Length:** 245 Days

### **Job Summary**

Under the direction of the Supervisor II, Research and Evaluation, this position is responsible for working as an integral staff member on various aspects of the Newport News Public Schools local assessment, data integration, and data quality initiatives. The work involves assisting with all components of the local assessment program, developing data files for school reporting and analytic research, and providing training to teachers and administrators regarding the improvement of data quality and the effective use of data to improve classroom instruction. This position will work closely consulting with staff in various departments and schools, and work independently to develop procedures and reports from a variety of data sources and for various audiences. It is critical that the Accountability Analyst be able to work creatively to design, develop, and recommend appropriate action plans and plan, organize, and implement projects independently.

### **Essential Duties**

1. Consults with administrators, teachers, and other division employees to determine current and anticipated professional development needs regarding using data to guide instructional practice.
2. Establishes learning objectives and goals for staff training sessions involving student data monitoring.
3. Selects or develops appropriate training materials such as handouts, training handbooks, demonstration models, multimedia visual aids, and reference works.
4. Supports staff with developing their data analysis and interpretation skills and improving performance.
5. Serves as a resource to teachers, administrators, and other staff to identify professional literature, training materials, and training opportunities regarding the use of student data for instructional planning.
6. Assist in the development, organization, and distribution of documentation pertaining to the Newport News Public Schools local assessment program.
7. Develop and refine school and community data collection tools as needed.
8. Assist in the delivery of local assessment training to teachers, administrators, and instructional supervisors regarding the use of reports generated from local assessment data.
9. Assist in the development of division-wide data files for data warehousing and academic reporting.
10. Develop processes and best practices for procedures, reports, and trainings related to data quality initiatives across the division.
11. Assist in the development of staff training to manipulate data using various reporting tools.

12. Assist with the development of division-wide data pertaining to the local assessment system for data warehousing and academic reporting and maintain an Accountability library of reports.
13. Model nondiscriminatory practices in all activities.
14. Other duties associated with the Department of Accountability as assigned.

### **Job Specifications**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. An individual must have experience working with teachers and school administrators in using academic data to impact instruction and school strategic planning. Knowledge of data processing software is invaluable. Skill in explaining testing and statistics to administrators, teachers, and parents. Ability to communicate, both in writing and orally, technical information in a way that is understandable to people without technical training. Demonstrated ability to work effectively with staff from various areas of responsibility. Knowledge of quality management, systems thinking, and strategic planning are required. Ability to learn new software and processes as they become available. Self-motivated and able to work in a quick paced environment. Ability to design and format data files and tables and to modify and update such structures as required. Ability to explain data requirements to technical staff in order to design, implement and test database systems. Ability to plan and manage multiple tasks in a timely manner. Excellent communication and interpersonal skills. The requirements listed are representative of the knowledge, skills, and/or abilities required.

### **Minimum Qualifications (Knowledge, Skills and/or Abilities Required)**

Completion of a Master's Degree or equivalent post undergraduate experience from an accredited college or university in an area related to the work of the Department of Accountability (e.g. education, psychology, evaluation, research, sociology, psychometrics, etc.). Knowledge of the practices of research, assessment, and data quality improvements. Experience working with teachers and school administrators on the collection and use of student academic data to improve instruction. Excellent computer skills involving the use of Microsoft Office programs with emphasis on Access, Excel, Word, and PowerPoint. Experience using SPSS is a plus.

Ability to develop and present ideas effectively. Ability to establish and maintain effective working relationships with school administrators, the School Board, and the general public. Ability to follow oral and written direction of a technical nature. Other combinations of applicable education, training, and experience which provide the knowledge, abilities, and skills necessary to perform effectively in the positions may be considered.

### **Working Conditions & Physical Requirements**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions. Duties performed typically in school settings throughout the division and Administration Building include frequent walking, standing, stooping, lifting, up to approximately 25 pounds and occasional lifting of equipment and/or materials weighing up to approximately 40 pounds may be required. Must have the ability to sit for extended periods of time; to enter data into a computer terminal/typewriter; to research identified educational topics using the Internet and other resources; see and read a

computer screen and printed material with or without vision aids; hear and understand speech at normal levels and on the telephone; speak in audible tones so that others may understand clearly in person and on the telephone; and the ability to understand and follow oral and written instructions.

**Supervision Exercised:** None

**Supervision Received:** Supervisor II, Research and Evaluation

*This job description in no way states or implies that these are the only duties to be performed by this employee. The Accountability Analyst will be required to follow any other instructions and to perform any other related duties as assigned by the Supervisor I, I Research and Evaluation or other appropriate administrator. Newport News Public Schools reserves the right to update, revise or change this job description and related duties at any time.*

**Approvals:**

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**Supervisor**

**Date**

**I acknowledge that I have received and read this job description.**

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**Employee Name (Print)**

**Signature**

**Date**

**Revised 6/10 (BB)**