NEWPORT NEWS ⭐⭐⭐ PUBLIC SCHOOLS

## Job Description

**Job Title**: Data Analyst, Title I Elementary Schools    **Supervisor:** Supervisor II, Academic Support and Applied Research

**Position Code**:    **Pay Grade**: 39

**Job Classification**: Exempt    **Contract Length**: Temporary, Non-contracted

## Job Summary

This is a temporary, full-time position funded through the American Recovery and Reinvestment Act of 2009 (Stimulus Funds). Position is responsible for analyzing and interpreting assessment data as it relates to individual student achievement and to the performance of Title I elementary schools. The position is responsible for maintaining accurate and confidential data files of student achievement and will work to support data literacy training for teachers and administrators in the use data to improve instruction. This position will also apply appropriate statistical measurements to data; review school and state data to develop comparison trends; and design and develop reports as requested.

## Essential Duties

1. Assist with analyzing local, state, and national assessment data as it relates to individual student performance and school improvement.
2. Develop and maintain historical student and school data files to monitor and track performance.
3. Interpret and review assessment data with administrators and teachers.
4. Compile data from multiple assessments to develop student, subject, grade-level, or school achievement profiles.
5. Work with staff in Title I elementary schools in one-on-one and group settings to conduct training in the use of data to improve instruction.
6. Ensure the validity of all data presented to staff.
7. Attend, as necessary and appropriate, training sessions and site meetings related to assigned responsibilities.
8. Model nondiscriminatory practices in all activities.
9. Perform other related duties as assigned by the Supervisor II, Academic Support and Applied Research or the Executive Director of Accountability.

## Job Specifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. An individual must have experience 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)

Must possess a Master's degree. A comparable amount of training, experience, and skills necessary to perform effectively in the position may be considered. Must have experience working with data from various types of student assessments, including assessments at the elementary level mandated by the state of Virginia and other norm/criterion-referenced tests; Must have experience working with large data sets including  data analysis, interpretation, and display; Must possess strong communication, organizational, analytical, and written skills; Must demonstrate initiative and the ability to handle multiple tasks simultaneously; Must have ability to interact positively with teachers and administrators; Must have prior experience working with adult learners; Must possess knowledge of the school improvement process; Must possess technological proficiency using the Microsoft Office Suite with emphasis on Excel, Word, and PowerPoint. Experience using SPSS is a plus.

## 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, Academic Support and Applied Research

*This job description in no way states or implies that these are the only duties to be performed by this employee. The Data Analyst will be required to follow any other instructions and to perform any other related duties as assigned by the Supervisor II, Academic Support and Applied Research 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**