



EDUCATIONAL DATA SPECIALIST

GENERAL RESPONSIBILITIES

Position is responsible for providing data requirements associated with the Department of Educational Leadership and Assessment's program evaluation and research projects. Performs a variety of duties associated with the acquisition, management, analysis, and reporting of educational data for departments and the school division. Works closely with Department of Technology (DOT) staff in facilitating in-house and external requests for data and with other division departments to acquire, analyze, and report data.

ESSENTIAL FUNCTIONS

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Collect, compile, analyze and report data (e.g., enrollment information, course grades, graduation rates, PSAT, SAT, Teacher level variables for the current school year, all historical data, assessment data, etc.)
- Query data to address specific informational requests at the direction of the department's staff with the understanding that staff members are responsible for identifying data needs within the school division.
- Support the department's staff in the development of reports from custom student data extractions to meet reporting requirements.
- Create, manage, and maintain databases for longitudinal examinations of division data.
- Serve as the department's point of contact for writing technical queries.
- Serve as a resource for the school division on the availability and accessibility of data by keeping up to date on current and new business rules associated with the acquisition and archiving of division data.
- Assist various departments within the school division in their efforts to demonstrate educational program effectiveness.
- Participate in the preparation of written reports and oral presentations that summarize the analysis of data, interprets the findings, and provides conclusions and recommendations.
- Provide technical assistance on retrieval of student data.
- Perform related work as required.

KNOWLEDGE, SKILLS, AND ABILITIES

Thorough knowledge of the principles, practices and procedures of research and assessment; ability to communicate ideas clearly and concisely, orally and in writing; ability to establish and maintain effective relationships with students, parents, staff and administration; knowledge of relational databases theory and design, and experience manipulating large relational databases; proficient in the use of Access, Excel, SPSS and SQL programming; ability to work independently; ability to coordinate multiple projects simultaneously; knowledge of educational practices as applied to data extraction, manipulation, analysis and reporting preferred.

EDUCATION AND EXPERIENCE

Required:

Data extraction management, analysis, and reporting experience at the advanced level, preferably in the field of education.

Preferred:

Master's Degree in computer science, education, social sciences, statistics, or related field.

A comparable amount of training and experience maybe substituted for the minimum qualifications.



PHYSICAL REQUIREMENTS

Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public using the telephone and personal contact as normally defined by the ability to see, read, talk, hear, handle or feel objects and controls. Frequent sitting, walking, bending, grasping, fingering, repetitive motion, and reaching. Occasional standing, and stooping. Ability to lift up to 20 pounds frequently. Requires timely and regular adherence to established work schedules. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

SPECIAL REQUIREMENTS

Possession of a valid driver's license.
Regular and reliable attendance is an essential function of this position.

FLSA Status: Exempt	Description: 1/11, 7/20
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