

DOUGLAS COUNTY SCHOOL DISTRICT

Position Title: Data Analyst – Research & Assessment

Reports to: Executive Director, Curriculum, Assessment & Staff Development

POSITION SUMMARY

Disaggregates and analyzes student standardized testing data for use in the assessment of District curriculum, instruction, and staff development strategies.

ESSENTIAL DUTIES & RESPONSIBILITIES

- D 25% Leads and coordinates district-initiated research projects.
- D 25% Provides data analyses and interpretation of student assessment data to internal and external stakeholders of in-district student achievement and demographic information.
- M 20% Provides expertise in design, analysis and interpretation of district-developed surveys.
- M 10% Validates assessment results for required national and state reporting and analyzes CDE's accuracy and files appeals on behalf of the district.
- M 5% Develop databases for use in the analyses of student test data.
- W 5% Creates multiple files and integrates databases; verifies data and converts files containing student testing and demographic information.
- M 5% Creates, organizes and manages data housed within the assessment folder on the district server.
- D 5% Performs other related duties as assigned or requested.

MINIMUM EDUCATION OR FORMAL TRAINING

Bachelor's Degree, graduate degree preferred, with emphasis in statistical analysis.

MINIMUM EXPERIENCE

One year experience in statistical assessment/analyses, preferably in K-12 education environment.

SKILL REQUIREMENTS

Proficient in the use of both PC and Mac platforms
Microsoft Office Applications
Use of sophisticated inferential statistical software (SPSS or comparable)
AppleWorks
Infinite Campus or comparable student information system
Advanced query and troubleshooting skills
Moderate experience with relational database design
Advanced data analysis and dissemination skills
Advanced research skills
Excellent oral and written communication skills

GENERAL EXPECTATIONS

Is flexible.
Has the ability to work cooperatively with supervisors and co-workers.
Has the ability to understand and follow complex oral and written instructions.
Has the ability to perform responsibilities without the necessity of close supervision.
Has the ability to effectively communicate with the school district community.
Has the ability to meet attendance standards and work the hours necessary to perform the essential functions of the job.
Maintains a generally positive attitude.
Observes all District policies and procedures.

LICENSES OR CERTIFICATION – Valid Colorado Driver’s License.

ESSENTIAL ENVIRONMENTAL DEMANDS

Mostly clean and comfortable.

ESSENTIAL PHYSICAL REQUIREMENTS

Occasional lifting five (5) to forty (40) pounds.
High concentration of lifting forty (40) pounds during testing season (Spring).
Moderate bending, stooping, walking, standing, kneeling, squatting, reaching, and sitting.

SUPERVISORY DUTIES - None

WAGE SCHEDULE – Prof/Tech Range 3

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified. This job description is not intended to create any express or implied contract of employment or expectancy of continued employment for any definite term.