| Job Title: | Coordinator, Data Science |
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| Grade Level/Terms of Employment: | Grade 125/12 Month Contract |
| FLSA Status: | Exempt |
| Work Location: | Central Office/City Hall |
| Immediate Supervisor: | Director, Academic Programs and Supports |

**General Description**

The Coordinator, Data Science designs, collects, and analyzes data for division and school-based leadership.  The Coordinator supports teams in developing processes for effectively tracking and communicating key performance metrics across departments and key audiences.  Additionally the Coordinator collaborates with cross functional teams to execute division strategic goals via data insights and checkpoints.

**Essential Duties and Responsibilities:**

- Performs quantitative and qualitative analysis on core strategic issues for division and school leaders and synthesize insights from these analyses
- Perform statistical analyses to support leader decision-making
- Develops the tools and systems for division-wide analysis of student data including graduation and dropout recovery/prevention
- Creates data analysis procedures to assist school and division teams in establishing appropriate goals to ensure continuous improvement in the areas including graduation and dropout recovery/prevention
- Collaborates with multiple offices/teams to support data analysis
- Manages the calendar and system for data checkpoints and analysis
- Provides school-based support and training for progress monitoring and support in areas of academic development for students with gaps in graduation progress
- Collaborates with the Schools Office to build and execute a system for monitoring the division multi-tiered systems of support for social emotional learning
- Analyzes the needs of students across the district and assists schools and personnel in developing, implementing, analyzing the ongoing effectiveness of school RTI frameworks (academic and social emotional)
- Assists in the preparation of data for local, state, and federal reports
- Assists in the evaluation, selection, and implementation of data systems, including oversight, provision of technical assistance, training, and documentation.

**Qualifications:**

- Proven track record of success in high-level operations strategy and implementation
- Bachelor's degree and three years of related work experience
- Outstanding interpersonal, teamwork, and organizational skills, including keen attention to detail
- Demonstrated ability to design internal databases, including the establishment of database standards and controls, management of source data, and assurance of data quality
- Ability to work collaboratively with internal and external stakeholders
- General knowledge of Virginia Standards of Learning and Curriculum Frameworks

- Ability to apply statistics and data modeling to recommend actions to improve student and school achievement
- Works autonomously  and collaboratively to solve problems and develop innovative solutions.