

Job Title:	Data Specialist
Grade Level/Terms of Employment:	Grade 122
FLSA Status:	Exempt
Work Location:	Central Office
Immediate Supervisor:	Coordinator of Data Science

General Description:

The Data Specialist designs, collects, and analyzes data for division and school-based leadership. The Specialist supports cross-functional teams in developing processes for both effective tracking and the communication of key performance metrics across and within schools and to various audiences. Additionally, the Specialist collaborates with cross-functional teams to support the division's 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 synthesizes insights from these analyses
- Performs statistical analyses to support division and school leader decision-making
- Develops the dashboards, tools, and systems for division-wide analysis of student data
- Creates data analysis procedures to assist school and division teams in establishing appropriate goals to ensure continuous improvement
- Collaborates with multiple offices/departments/teams to support data analysis
- 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
- Develops the tools, procedures, and systems for leaders and teams to independently analyze and respond to student academic achievement data
- Manages the data cycle and system for administering assessments, data checkpoints, and analysis
- Performs related duties as assigned

Qualifications:

- Bachelor's degree required
- Three years of related work experience
- 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 apply statistics and data modeling to recommend actions to improve student and school achievement
- Outstanding interpersonal and teamwork skills; ability to work collaboratively with internal and external stakeholders
- Outstanding organizational skills, including keen attention to detail
- Excellent communication skills (oral and written)
- Ability to work both autonomously and collaboratively to solve problems and develop innovative solutions
- Bilingual/fluency in Spanish preferred