

Job Title:	Data Coordinator	Reports To:	Director of Technology	
Department:	Varies	Bargaining Unit:	<input type="checkbox"/> CSEA 860 <input type="checkbox"/> CSEA 27 <input type="checkbox"/> AEA	<input checked="" type="checkbox"/> Management <input type="checkbox"/> Confidential <input type="checkbox"/> Unrepresented
Hours:	Varies	No. of Work Days:		
FLSA Classification:	<input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Non Exempt	Type:	<input type="checkbox"/> Reclassification <input type="checkbox"/> Update of job description <input checked="" type="checkbox"/> New job description	
Salary Schedule:	<input type="checkbox"/> Contract <input type="checkbox"/> Executive Cabinet <input checked="" type="checkbox"/> Administrative/Supervisory – Range 11 <input type="checkbox"/> Confidential		<input type="checkbox"/> Licensed <input type="checkbox"/> Unrepresented <input type="checkbox"/> CSEA 27 – Range XX <input type="checkbox"/> CSEA 860	

GENERAL SUMMARY OF DUTIES:

Under general supervision, the Data Coordinator is responsible for building the capacity of stakeholders through organizing, analyzing, and presenting data to accelerate student achievement across the district’s 17 schools. This position works collaboratively with team members across departments to design, develop, and deliver differentiated data support to school sites, district office staff, and community stakeholders.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Director of Technology Services.

ESSENTIAL FUNCTIONS

- Compile, organize, review, and analyze large data sets from multiple sources
- Analyze and interpret data using statistical techniques
- Present data through graphs, infographics, and other visually appealing communication tools to school sites, district office, and community groups
- Develop research based protocols and other tools in order to facilitate data conversations
- Analyze and present data across the district
- Work collaboratively with team members across departments in order to provide technical assistance to targeted schools/groups based on data and identified needs
- Support the successful alignment and implementation of grants by gathering, analyzing, and providing data

- Review and provide feedback on indicators and metrics in the district Local Control Accountability Plan (LCAP) and Single Plans for Student Achievement (SPSAs)
- Meet with site-based teams to provide coaching on data protocols, share key analyses, and determine site needs for future analysis
- Provide various levels of data and data tool training to staff at sites and district office
- Perform other duties and responsibilities as assigned by supervisor

QUALIFICATIONS

Knowledge and Ability

- Analytic skills with the ability to collect, organize, analyze, and disseminate significant amounts of data with attention to detail and accuracy
- Experience extracting and utilizing large data sets, adept at queries, report writing and presenting findings using infographics and other technology based tools
- Knowledge of statistics and experience using statistical packages for analyzing small and large datasets
- Ability and willingness to learn new software programs that assist in data analysis
- Ability to deliver effective presentations to a range of stakeholders
- Experience writing data protocols and facilitating professional development in the area of data analysis
- Familiarity with metrics in district Local Control Accountability Plans
- Ability to provide consultancy to educational partners and provide professional development
- Sufficient skill in using the English language, grammar, spelling, punctuation, and proofreading/editing to prepare professional correspondence and reports
- Ability to plan and organize schedules/timelines effectively
- Strong interpersonal skills – experience in large and small group settings and 1:1 department interaction
- Proven ability to apply teaching and learning best practices to build the capacity of district and school site stakeholders
- Familiar with the latest research to improve student achievement through the use of data

Education and Experience:

- Strong knowledge and experience with data analytic tools: Tableau, Excel, MS SQL,
- Knowledge and experience with assessment and accountability policies and programs
- Knowledge and experience with project management tools
- M.A. (or M.S.) in Mathematics, Economics, Computer Science, Information Management, or Statistics preferred

Licenses and Certifications:

- Valid California driver's license and reliable transportation

PHYSICAL DEMANDS (EXAMPLE, CHANGE IF NECESSARY)

Frequency Key: None (N); Occasional - up to 25% of shift (O); Intermittently – up to 50% of shift (I); Frequently – up to 75% of shift (F).

Activity	Frequency		Activity	Frequency
Bend	I		Lift/carry 0-10 lbs	F
Twist	O		Lift/carry 11-25 lbs	O
Squat	I		Lift/carry 26-40 lbs	O
Kneel	O		Lift/carry 41-100 lbs	N
Climb	O		Stand	I
Reach above shoulder	I		Walk	I
Grip/Grasp	F		Sit	F
Extend/Flex Neck	O		Drive	O
Use Dominant Hand	F		Perform Repetitive Hand Motions	F
Use Non-Dominant Hand	O		Keyboarding/Mouse Work	F
Ability to See	F		Ability to Hear	F

ENVIRONMENTAL ELEMENTS

Employees primarily work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees occasionally work outdoors and are exposed to dust, fumes, allergens, vermin, parasites, or insects.

THE ALAMEDA UNIFIED SCHOOL DISTRICT IS AN EQUAL OPPORTUNITY EMPLOYER and, in compliance with federal and state laws, does not discriminate in any employment practice on the basis of age, ancestry, color, marital status, medical condition, national origin, political or union affiliation, physical or mental disability, race, religion, sexual orientation, or sex.