

OZARK R-VI SCHOOLS
JOB DESCRIPTION

TITLE: DATA SPECIALIST

QUALIFICATIONS:

1. Experience in data models and reporting packages
2. Ability to gather and prepare data to be analyzed
3. Ability to use standard office machines, equipment and computers
4. Computer skills - Microsoft Office and/or Google, Adobe Suite
5. Ability to write comprehensive reports
6. Strong verbal and written communication skills and organizational skills
7. An analytical mind and inclination for problem-solving
8. Attention to detail
9. Ability to effectively work with all school personnel
10. Education – Bachelor's Degree or experience in related field

REPORTS TO: Assistant Superintendent of Learning

JOB GOAL: To support school improvement by collecting, organizing, and displaying data about student achievement and school factors associated with achievement.

PERFORMANCE RESPONSIBILITIES:

1. Query databases and create reports from a variety of sources.
2. Designs reports and develops database formats.
3. Performs validation on all reports to assure accuracy.
4. Gather, organize, maintain, and utilize quantitative school performance data to produce school and district performance and graphic analyses.
5. Collect, present, pre-populate, and disseminate accurate and easily consumed data on school enrollments, programs, student characteristics and academic outcomes to all members of the administrative team to support public reporting, school monitoring, and renewal recommendations.
6. Prepare data for administration to analyze school evaluation, accountability, legal, and compliance reports to identify critical issues for monitoring by school administration; compile summaries of such data for inclusion in evaluation and final renewal reports; produce ad hoc data reports on school performance.
7. Assist in the production of all program evaluation reports, working directly with administrators to synthesize data and create reports according to set deadlines.
8. Provide technical assistance and feedback to schools regarding the district policies, practices, and processes.
9. Develop the capacity of the administrators to analyze, interpret, and communicate quantitative and qualitative school and network data.
10. Compile school portfolios that include multiple indicators of school performance.
11. Performs other duties as assigned.

PHYSICAL DEMANDS: Be able to sit & use a computer for long periods of time

TERMS OF EMPLOYMENT: 12 months as per School Board Policy GDBDA

TYPE OF POSITION: Exempt

EVALUATION: Evaluated Annually by Assistant Superintendent of Learning

APPROVED BY SCHOOL BOARD: April 2019