



MERCED CITY SCHOOL DISTRICT

CLASS TITLE: Director of Data Visualization and Analytics

BASIC FUNCTIONS: The Director of Data Visualization and Analytics plans, organizes, and directs data visualization and innovation by presenting complex information in ways that are accessible and easy to support. The Director of Data Visualization and Analytics identifies and reports on trends, patterns, correlations, and connections of information and data; develops the framework and procedures surrounding the use of student performance data and informational dashboards; supervises and evaluates the performance of assigned personnel and provides clear, constructive feedback to improve staff effectiveness. This position reports directly to the Superintendent or designee.

REPRESENTATIVE DUTIES:

Support the implementation of Merced City School District's Vision, Core Beliefs and Commitments, and Theory of Action.

Provide technical assistance and serves as advisor to the Superintendent regarding assigned departments and activities.

Develop a framework for data support and usage that ensures accuracy of data and information for critical analysis which impacts students and staff.

Analyze and report on multiple forms of data to drive best practices for effective teaching and learning.

Provide process and product evaluation information for all District technology and software components and in collaboration with the Chief Strategy Office, support evaluation and decisions related to the improvement of categorical instructional programs.

Supervise, train and evaluate the performance of assigned staff on a regular basis and provide clear, constructive feedback to improve staff effectiveness.

Collaborate with the Information Technology and Chief Strategy Office to develop effective student information systems to track, monitor, and assess student achievement data to ensure accuracy of information and support decisions in improving learning and teaching in classrooms in order to eliminate the achievement gap.

Collaborate with District Administrators on training instructional staff in the effective use of student achievement data.

Provide technical expertise regarding assigned functions; formulate and develop policies and procedures to accomplish stated goals.

Direct the development and implementation of evaluation plans, which include appropriate process and product evaluation design, evaluation instruments, and data collection techniques for software components.

Direct the preparation and maintenance of a variety of narrative and statistical reports related to data visualization; assume responsibility for technical quality and accuracy, completeness, and general quality of all reports and documents produced within the department.

Make presentations to the Board of Education, Superintendent's Cabinet, site personnel, and community groups.

Communicate and collaborate with other administrators, District personnel, and contractors to coordinate activities and programs and exchange information.

Chair or attend a variety of meetings; represent the District in collaborative/partnerships/task forces with the City, County, institutions of higher education, business/industry, and judicial and law enforcement agencies as assigned.

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Planning, organization and direction of the research and evaluation of the District.

All areas of educational research and evaluation, especially measurement theory, statistics, computer systems, research design, and evaluation theory.

Goals, objectives and related aspects of research and evaluation.

Laws relating to evaluation, desegregation, and instruction.

Principles and practices of management.

Applicable codes, regulations, policies, and procedures.

Oral and written communication skills.

Interpersonal skills using tact, patience, and courtesy.

Operation of a computer to enter data, maintain records, and generate reports.

District organization, operations, policies, objectives and goals.

ABILITY TO:

Negotiate skillfully in difficult situations.

Dispense corrective feedback in a manner that inspires accountability among colleagues and direct reports.

Maintain current knowledge of trends in the assigned field.

Provide data and interpretation to support decisions related to the improvement of instructional programs.

Communicate, understand, and follow both oral and written directions.

Interpret, apply and explain rules, regulations, policies, and procedures.

Establish and maintain productive working relationships with a diverse range of people.

Analyze situations accurately and adopt an effective course of action.

Plan, prioritize and organize work to meet schedules and timelines.

Work independently with little direction.

Use statistical software for measurement, testing, and evaluation.

Effectively use data processing, analysis, and visualization technologies such as SQL and various data visualization platforms.

Prepare comprehensive narrative and statistical reports

Provide leadership, supervise, train, and evaluate the performance of assigned staff.

Learn new or updated computer systems and/or software programs to apply to current work.

Focus and appropriately allocate resources toward identified goals.

Manage change and design an effective system of reporting progress and monitoring results.

Think outside the box and develop new methods or solutions inspiring others to reach a common goal.

Actively participate in meeting District goals and outcomes.

Apply integrity and trust in all situations.

EDUCATION AND EXPERIENCE:

Education: Bachelor degree from an accredited college or university with an emphasis in education, data management, business, or public administration. Master's Degree preferred.

Experience: Five (5) years of increasingly responsible experience in education, public administration, school or District administration, or data management.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license

WORKING CONDITIONS

ENVIRONMENT:

Office environment; driving a vehicle to conduct work; contact with dissatisfied individuals; fast-paced work, constant interruption.

PHYSICAL ABILITIES:

With reasonable accommodations, if necessary, hearing and speaking information and make presentations; sitting or standing for extended periods of time; dexterity to operate a computer and other office equipment; seeing to read and write reports; reaching overhead, above the shoulders and horizontally, kneeling, crouching or bending at the waist to retrieve or store files.

Legal Reference: California Education Code Sections 45103

Policy Adopted: August 25, 2020