



Data Analyst/Systems Consultant

Reports to: Director of Teaching & Learning Classification: Salaried

Date: January 2022

Job Summary

Supports Agency programs, staff, educators and district leaders through data analytics to understand impact and quality of systems and services. Works cross functionally with multiple programs and staff to ensure that needs around data and impact are represented and addressed. Provides leadership, consultation and advanced data analysis services to assist stakeholders in organizing and understanding data to assess needs and provide insight for effective decision making, planning and service delivery.

Qualifications

1. Master's degree in computer science, management information systems, mathematics, data analysis or related area.
2. Three years professional experience supporting program evaluations.
3. Expertise managing large and/or multiple data sets for usable information and strong knowledge of statistical reporting software such as Tableau, Qualtrics or similar software.

Essential Functions

1. Facilitates program evaluation planning and consultation, qualitative and quantitative data collection and management, and reporting as part of a broader impact strategy.
2. Engages in projects and activities to support the Agency and educational partners in determining the efficacy of program efforts (defining, measuring and communicating the impact of instructional and systems improvement work, with special attention on understanding and utilizing data from multiple sources to evaluate the value, learning, organizational change, transfer to practice, student academic and social-emotional learning and sustainability of the work).
3. Supports Agency staff and program partners with action research, logic modeling and survey design consultation and provides actionable reporting for key data elements necessary to support program effectiveness and/or improvements.
4. Coaches and assists Agency staff and district partners in the development of logic models, evaluation and analysis plans, and ongoing support plans to ensure program quality.
5. Consults with Agency staff and education partners as a data analytics expert.
6. Designs evaluation studies to measure immediate and long-term program effectiveness and executes, analyzes and reports results of impact evaluation surveys and plans.
7. Conveys data analysis through multiple modalities and methods based on audience using briefs, slide decks and reports that include effective use of data visualization.
8. Supports Agency staff in collecting and arraying program implementation data, including developing new and improving existing processes.
9. Utilizes data quality assurance protocols.
10. Provides creative thought partnership to Agency and district partners focused on measuring what matters in terms of value, growth and impact.

Additional Responsibilities

1. Participates in projects, committees or activities to support the Agency's mission, goals and priorities.
2. Demonstrates self-discipline and initiative to produce high-quality, organized and dependable results.
3. Conveys a positive and professional image to staff and public.
4. Maintains current knowledge of data analytics, best practices and industry standards.
5. Follows policies, procedures, standards and rules of the Agency and industry which includes, but is not limited to, developing and maintaining proper and adequate records and documentation.
6. Pursues professional growth opportunities and relationships to keep current with and influence data and system analysis services.
7. Performs such other duties as may be assigned.

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Knowledge, Skills and Abilities

1. Ability to communicate effectively and maintain effective working relationships.
2. Ability to function effectively as a team member and work collaboratively with others and independently as appropriate.
3. Ability and willingness to be flexible and respond to the changing needs of clients and the Agency.
4. Effective presentation, consulting and collaborative problem-solving skills.
5. Ability to apply and integrate technical knowledge, techniques and expertise into an effective style of service.
6. Ability to prioritize and work on projects with overlapping timelines and promptly respond to requests by a variety of stakeholders.
7. Ability to articulate thoughts and ideas clearly and effectively through speaking and writing.
8. Knowledge of various data tools for measurement, collection and analysis, including qualitative analysis software.
9. Understanding of statistical concepts such as correlation, regression and propensity score analysis.
10. Strong analytical skills with the ability to collect, organize, analyze and disseminate significant amounts of information with attention to detail and accuracy.
11. Expertise with logic modeling, action research and continuous improvement processes.
12. Ability to construct data displays, charts and graphs using statistical software and various visualization tools.
13. Knowledge of and skills in analyzing and writing about common education data elements (e.g. student achievement data).
14. Awareness of commonly used measures of PK-12 student and educator competencies and skills.
15. Ability to read and interpret documents, write reports and correspondence, and apply appropriate mathematical concepts.

Physical Requirements

1. Ability to travel between client sites served.
2. Normal, routine levels of activity related to bending, carrying, climbing, hearing, lifting, reaching, sitting, standing, vision and walking, and may also involve above-average levels of activity at times that can't always be anticipated.
3. Sufficient manual dexterity to be able to operate office equipment and technology tools needed to complete job responsibilities including, but not limited to, computers, fax machines, copy machines, calculators, telephones.

EOE/M-F-H-V