

Position: Data Statistician

Job Description

This is a grant-funded, full-time position responsible for analyzing and interpreting assessment data as it relates to individual student achievement and to the performance the school. The position is responsible for maintaining accurate and confidential data files of student achievement and will work to support data training for teachers and administrators in the use data to improve instruction; apply appropriate statistical measurements to data; review school and state data to develop comparison trends; and design and develop reports as requested. The position will analyze data and strategically plan current and future uses of data as it relates to satisfying teacher and administration needs to affect and drive instructional practices.

Qualifications

Must have a bachelor's degree related to and/or experience in computer and statistical fields, with knowledge or experience in analyzing educational data (master's degree preferred). A comparable amount of training, experience, and skills necessary to perform effectively in the position may be considered. Must have experience working with data from various types of student assessments, including assessments required by and other norm/criterion-referenced tests; experience working with large data sets including data analysis, interpretation, and display; strong communication, organizational, analytical, and written skills; initiative and the ability to handle multiple tasks simultaneously; ability to interact positively with teachers and administrators; prior experience working with teachers and administrators; knowledge of the school improvement process; technological proficiency using the Microsoft Office Suite with emphasis on Excel, Word, and PowerPoint; and experience using *SPSS*, *SIS Express* or *Datacation* or other data systems.

Essential Duties

1. Analyze and prepare reports from school, local, state, and national assessment data as it relates to individual student performance and school improvement.
2. Develop and maintain historical student and school data files to monitor and track performance.
3. Interpret and review assessment data with administrators and teachers; support planning of action steps
4. Compile data from multiple assessments to develop student, subject, grade-level, or school achievement profiles.
5. Work with staff in one-on-one and group settings to conduct training in the use of data to improve student results.
6. Ensure the validity of all data presented to staff.
7. Develop a model by which teachers can readily have available all data points on individual and groups of students.
8. Develop a method of assessing levels of learning that correlates with the output of results that allows strategic analyzing and sharing of data.
9. Develop a set of algorithms using student data to measure the effectiveness of academic programs.
10. Attend, and lead as appropriate, training sessions and site meetings related to assigned responsibilities.
11. Model nondiscriminatory practices in all activities.
12. Perform other related duties as assigned by the Executive Director.

Job Specifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. This position must also possess the following skills: experience in using academic data to impact instruction; knowledge of data processing software (critical to position); ability to explain testing and statistics to administrators, teachers, and parents; ability to communicate, both in writing and orally, technical information in a way that is understandable to people without technical training; demonstrated ability to work effectively with staff from various areas of responsibility; knowledge of quality management, systems thinking, and strategic planning; ability to learn new software and processes as they become available; ability to design and format data files and tables and to modify and update such structures as required; ability to explain data requirements to technical staff in order to design, implement and test database systems; ability to plan and manage multiple tasks in a timely manner; excellent communication and interpersonal skills. The individual must be self-motivated and able to work in a quick paced environment.

Salary: \$38,000