

SCHOOL DISTRICT OF SARASOTA COUNTY

JOB DESCRIPTION

TESTING AND DATA ANALYST

SALARY SCHEDULE: SSP-12

COST CENTER: RESEARCH, ASSESSMENT AND EVALUATION (9015)

QUALIFICATIONS:

- (1) Associate's Degree or higher in research, computer science, data systems, engineering or related field.
- (2) Successful completion of college-level or technical coursework in computer programming, data base management, statistical analysis, or other related courses.
- (3) Minimum of two (2) years successful work experience in an organization in the area(s) of data analysis, data management, programming, or other related field. Experience working in an education organization preferred.
- (4) Work experience in computer programming and statistical applications using SPSS, Visual Basics, Visual Studio, C-Sharp and SQL to conduct data processing and the appropriate statistical analysis.
- (5) Experienced in the coordination and implementation of District and/or state assessment programs preferred.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of current educational research with demonstrated applicability to program development and assessment methodology. Knowledge and ability to design and implement statistical models and perform statistical analyses to obtain relevant data to address the research questions. In depth knowledge of and skill in data collection methods, databases, and data mining. Computer proficiency and application skills in data processing, programming and using statistical analysis tools. Ability to plan, organize and manage multiple projects. Demonstrated ability to interpret and summarize data, present data in a variety of formats appropriate for the specific audience, and prepare written and oral reports. Ability to communicate effectively, orally and in writing, with diverse groups.

REPORTS TO:

Director, Research, Assessment and Evaluation

JOB GOAL

To plan, coordinate and implement District and state assessment programs and to coordinate data collection, statistical analyses and reporting for program evaluation.

To integrate data and generate reports using the Instructional Improvement System to support the district's efforts to improve teaching and learning.

SUPERVISES:

N/A

PERFORMANCE RESPONSIBILITIES:

- * (1) Plan, coordinate and implement the district and state assessment programs.
- * (2) Assist in training and working with school-based testing coordinators.
- * (3) Establish the data collection methodology by identifying the applicable data elements, sources of available data, and if not readily available, the most efficient method for collecting the data.

- * (4) Determine the appropriate statistical model and use computer software applications, such as EXCEL, SPSS, or SQL to write computer programs and conduct the statistical analysis.
- * (5) Implement appropriate data verification procedures to identify discrepancies and devise correction protocol to ensure the quality and accuracy of the data. Maintain relevant documentation of the data processes, programming and verification protocol.
- * (6) Assist in the development, implementation, and maintenance of the district's Instructional Improvement System to support the effective use of data to improve instruction and student achievement.
- * (7) Understand how to use relevant district resources such as SharePoint, Thinkgate, ESD, BlackBoard, testing platforms, and other student assessment information sources.
- * (8) Interpret data analyses to summarize research findings, present data in a variety of formats appropriate for the specific audience, and prepare written reports and oral presentations.
- * (9) Assist with the data correction and verification process for data transmissions to the FLDOE.
- * (10) Keep the immediate supervisor/director informed, through appropriate channels, of potential problems or unusual events.
- * (11) Keep well informed about current trends and best practices and maintain expertise in assigned areas in order to fulfill project goals and objectives.
- * (12) Promote and support professional growth for self and others.
- * (13) Develop annual goals and objectives consistent with and in support of District goals and priorities.
- * (14) Represent, consistently, the District in a positive and professional manner.
- * (15) Demonstrate initiative in identifying potential problems or opportunities for improvement and take appropriate action.
- * (16) Use appropriate styles and methods to motivate, gain commitment and facilitate task accomplishment.
- * (17) Perform other incidental tasks consistent with the goals and objectives of this position.

PHYSICAL REQUIREMENTS:

Light work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently as needed to move objects.

TERMS OF EMPLOYMENT:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

Job Description Supplement No. _____

*Essential Performance Responsibilities