

Job Description

Job Title: Data Analyst for Assessment and Analytics **Supervisor:** Director of Equity, Assessment and Strategic Operations
Position Code: **Pay Grade:** 42
Job Classification: Exempt **Contract Length:** 245 Days

Job Summary

This position functions as an analytics and reporting expert by designing, developing, and maintaining reports, dashboards and ad hoc queries for the Department of Equity, Assessment, and Strategic Operations. This position will develop reports, metrics, models, scorecards and dashboards by gathering data and transforming into stories/insights that drive recommendations and the decision-making process throughout the school division as it relates to the accurate and timely reporting of student assessment and division benchmark data. Position utilizes relational database solutions and/or database management systems such as SQL query-based tools to deliver impactful reports and dashboards. This position will provide support for the setup, testing and training on assessment applications as it relates the Department of Equity, Assessment, and Strategic Operations initiatives.

Essential Duties

1. Uses data and data systems to identify trends, needs and opportunities for improvements and making those insights available to various stakeholders.
2. Develop queries, procedures, custom reports, metrics, models, scorecards and dashboards by gathering data and transforming into stories/insights that drive recommendations and the decision-making process throughout the school division as it relates to the accurate and timely reporting of student assessment and division benchmark data.
3. Provide support in the creation and maintenance of aligned data management standards and systems within and across departments; supporting the design and implementation of improved data management while building strategic data, capacity through the support of projects tied to the Districts strategic goals.
4. Accurately analyze and collect data of various types of educational and academic data points identifying patterns and trends in data sets using statistical techniques
5. Communicate the results of data analysis in written, visual and verbal form to various levels of management, turning raw data into information and insight to be used for instructional decisions.
6. Work with teams to define clear research questions, analysis plans and manage progress for analytics projects.
7. Serves as a technical liaison to the NNPS Technology department and schools to resolve system problems, “debug” software functionality and interface applications issues as it relates to student assessment reporting and analytics.

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

Other Duties

1. Perform any other related duties as assigned by the Director of Equity, Assessment and Strategic Operations or other appropriate administrator.

Minimum Qualifications:

Bachelor’s degree in Computer Science, Information Systems or related field or equivalent work experience in data analytics and database management systems. Demonstrated experience with the development of reports and scripts using relational database solutions and/or database management systems such as SQL query-based tools. Proficient in the use of Microsoft Word, Project, PowerPoint, Visio, Excel and Visual Studio software applications. Familiarity data modeling with business intelligence applications such as Tableau or Power BI. Excellent organizational skills, strong conceptual, analytical and problem-solving ability. Excellent oral and written communication skills. Ability to maintain confidentiality. Strong analytical and detail-oriented aptitude; high

degree of accuracy required. Must possess the ability to establish and maintain effective working relationships with staff, administrators, school personnel and contractors. Working knowledge of Virginia education and K-12 assessments and assessment systems, education data and accountability systems preferred.

Working Conditions & Physical Requirements

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform essential functions. Must have the ability to sit for extended periods of time; exhibit manual dexterity to dial a telephone, to enter data into a computer terminal; to see and read a computer screen and printed material with or without vision aids; hear and understand speech at normal levels and on the telephone; speak in audible tones so that others may understand clearly in person and on the telephone; ability to understand and follow oral and written instructions; physical agility to lift up to 25 pounds.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Duties are normally performed in an office environment.

Supervision Exercised: None

Supervision Received: Director of Equity, Assessment and Strategic Operations

This job description in no way states or implies that these are the only duties to be performed by this employee. The Data Analyst for Assessment and Analytics will be required to follow any other instructions and to perform any other related duties as assigned by the Director of Equity, Assessment and Strategic Operations. Newport News Public Schools reserves the right to update, revise or change this job description and related duties at any time.

Approvals:

Supervisor

Date

I acknowledge that I have received and read this job description.

Employee Name (Print)

Signature

Date

4/2023 CR