

JOB DESCRIPTION

DATA ANALYST FOR STUDENT ACHIEVEMENT

SCHOOL DISTRICT OF PITTSVILLE

REPORTS TO: Principal(s), Director of Student Services, and District Administrator

QUALIFICATIONS:

1. Must hold a Bachelor's degree in instructional technology, mathematics, or related field.
2. Comparable work experience may be considered.
3. Must have experience in using academic data to impact instruction and school systems thinking and planning.
4. Knowledge of data processing software is invaluable.
5. Skill in explaining testing and statistics to administrators, teachers, and parents.
6. Ability to communicate, both in writing and orally, technical information in a way that is understandable to people without technical training.
7. The ability to create and maintain a climate of respect and fairness for all students.
8. Ability to effectively motivate and assess students academically and socially.
9. Ability to work as a member of a highly functioning team.
10. Understanding of the laws that govern students' state and federal rights.
11. Strong understanding of opportunity and access for all students required.

GOALS: Responsible for accurately collecting, organizing, analyzing, and reporting student and school improvement data.

DUTIES AND RESPONSIBILITIES:

1. Analyzes and prepares reports from local, state, and national assessment data as it relates to individual student performance and school improvement.
2. Develops and maintains historical student and school data files to monitor and track performance.
3. Interprets and reviews assessment data with administrators and teachers; supports planning of action steps
4. Compiles data from multiple assessments to develop student, subject, grade-level, or school-achievement profiles.
5. Works with staff, as needed, in one-on-one and group settings to conduct training in the use of data to improve student results.
6. Collaborates with instructional coach(es) and administration to plan, deliver, and reflect upon professional learning opportunities for staff and continuously analyze student data.
7. Ensures the validity of all data presented to staff.
8. Attends, and leads as appropriate, training sessions and site meetings related to assigned responsibilities.
9. The ability to communicate, both in writing and orally, technical information in a way that is understandable to people without technical training is essential.
10. Performs other related duties as assigned.

EVALUATION: The administration shall complete an evaluation in accordance with Board policy.

Approved by the Board of Education May 8, 2023.