

Openingsasof3/3/2017**Data Analyst - Leadership
Academy****JobID: XXXX****Position Type:**

Student Support: Campus/Data Analyst

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X/XX/2017

Location:

TBD

Closing Date:

Open

Data Analyst Leadership Academy
Pay Grade: 603
Salary Range: \$48,964 - \$58,993
Duty Days: 187

This is a grant funded position**Position Purpose**

Accelerate learning to close achievement gaps and ensure a college-ready foundation for every student by helping teachers examine data, understand student strengths and weaknesses, and to identify instructional strategies, structures, or programs to address the identified needs; facilitating data meetings; working with campus administration to keep them informed of on-going and acute needs of teachers and students; building staff capacity to perform their own data analyses, and to determine data trends to meet the needs of their students.

Essential Functions

- Accelerate campus transformation through 1) strong leadership, 2) effective teaching and 3) high expectations to ensure every student develops the foundation for college readiness.
- Maintains a commitment to the district motto, mission, vision, and values; models district expectations through personal leadership and example; and actively supports the efforts of others to achieve district goals.
- Promotes an environment of cultural competency and responsiveness for students, parents, staff and stakeholders.

Data Analysis and Reporting

- Prepares student achievement data analysis and reports for the campus principal and faculty.
- Ensures that data collected, organized, and verified in an appropriate format and accompanied by an effective analysis for data used in instructional planning efforts and accountability.
- Facilitates data-driven dialogue and guides teams through collaborative inquiry.
- Supports and trains the cam faculty and other appropriate staff in analyzing common assessments and other relevant district/student achievement data using appropriate technology tools.
- Designs, develops and delivers reports and presentations on key achievement findings.

- Contributes to the development, implementation, and follow through on the campus Continuous Improvement Plan.
- Facilitates staff development workshops on data analysis in conjunction with the campus principal and learning network.
- Provides input to teacher leaders with regard to making instructional decisions based on student data.

- Develops resources for the administrative team and teachers as needed to guide data dialogue.
- Ensures test security, optimal testing environments, and test facilitation for state, local, and norm referenced tests and assessments as needed.
- Maintains an atmosphere of personal growth including staying abreast of current research-based instructional models that create student achievement.
- Uses current staff data needs as a guide to develop professional development opportunities to increase teacher effectiveness.
- Coordinates with campus principals in the implementation of their campus goals and initiatives.

Additional Duties

- Performs all job related duties as assigned and in accordance to the Board rules, policies and regulations.
- Exhibits high professionalism, standards of conduct and work ethic.
- Demonstrates high quality customer service; builds rapport/relationship with the consumer.
- Demonstrates cultural competence in interactions with others; is respectful of co-workers; communicates and acts as a team player; promotes teamwork. Responds and acts appropriately in confrontational situations.

Knowledge, Skills and Abilities

- Knowledge of current teaching methods and education pedagogy, as well as differentiation of instruction based upon student learning styles.
- Knowledge of school curriculum and concepts.
- Knowledge of data information systems, data analysis and the formulation of action plans.
- Knowledge of applicable federal and state laws regarding education, as well as district policies and procedures.
- Ability to use computer network system and software applications as needed.
- Ability to develop and implement projects.
- Ability to communicate effectively with students, parents, staff, community, and stakeholders.
- Ability to organize multiple tasks and conflicting time constraints.
- Ability to engage in self-evaluation with regard to leadership, performance and professional growth.
- Ability to establish and maintain cooperative working relationships with others contacted in the course of work.
- Ability to qualitative and quantitative data to make decisions about teaching and learning including student and teacher assessment.

Travel Requirements

- Travels to school district buildings and professional meetings as required.

Required Qualifications

- **Education:** Bachelor's degree from an accredited college or university
- **Certificate/License:** Valid Texas teaching certificate
- **Experience:** 3-years classroom teaching experience.
- Demonstrated ability to work with multi-ethnic populations in an urban multicultural setting.
- Demonstrated excellent communication (written and oral) and interpersonal skills.
- Demonstrated ability to work collaboratively with a diverse community, district staff members, parents, community and the public.

Physical Job Requirements

PHYSICAL DEMANDS REFERENCE

Occasionally (0-33% of day, 0-32 repetitions)

Frequently (34-66% of day, 33-200 repetitions)

Constantly (67-100% of day, >200+ repetitions)

Physical and Mental Demands, Work Hazards

- **Tools/Equipment Used:** Standard office and classroom equipment including Promethean Board, personal computer and peripherals
- **Posture:** Prolonged sitting and standing; occasional kneeling, squatting, bending, stooping

- o **Motion:** Frequent walking; repetitive hand motions; frequent keyboarding and use of mouse; frequent driving
- o **Lifting:** Frequently light lifting (less than 15 pounds); occasional moderate lifting and carrying (15-44 pounds)
- o **Environment:** Work outside (exposure to sun, heat, cold, and inclement weather) and inside; frequent exposure to noise; frequent districtwide and statewide travel

- **Mental Demands:** Maintain emotional control under stress; frequent prolonged and irregular hours

While performing the duties of this job, the employee is regularly required to talk or hear. The employee is frequently required to walk; sit; use hands for fine manipulation, handle or feel and reach with hands and arms using a keyboard and video display terminal. The employee is occasionally required to stand and stoop, kneel, crouch or crawl and climb stairs. The employee must maintain emotional control under stress, and occasionally work prolonged and/or irregular hours. The employee must regularly lift and/or move up to 10 pounds and occasionally up to 35 pounds. Specific vision abilities required by this job include close vision. The work environment is a standard office setting including standard office equipment (fax, copier, phone, computer, 10-key, etc.). The noise level in the work environment is usually low to moderate.

These statements are intended to describe the general nature and level of work being performed by people assigned to this job. They are not intended to be an exhaustive list of all job responsibilities.

FMLA regulations require all employers to post the [updatedFMLAnotice](#).

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