



Longview Independent School District HR Services

Job Title: Data Analyst

Exemption Status: Exempt/226 days

Reports to: Director of Planning & Analysis

Date Revised: 9-1-2020

Dept./School: Innovation Office

Pay Grade: Admin 4

Primary Purpose:

Provide comprehensive and responsive analytical support to Innovation Office, with a primary focus on providing support to the Director of Planning & Analysis, and a secondary focus on supporting the of Director of School Success and the Supervisor of the Welcome Center. This position will work at the direction of the Director of Planning & Analysis to support the production of the Annual Performance Report for each of the district's operating partners, including formative and summative data analysis. The Data Analyst will be responsible for data management including data storage, data sharing, and quality assurance.

Qualifications:

Education/Certification:

Bachelor's Degree

Special Knowledge/Skills/Abilities:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Ability to evaluate educational program performance
- Thorough knowledge of state and local accountability systems
- Strong quantitative and technical skills including the use of databases
- Ability to interpret data and perform data analysis
- Knowledge of best practices for data management including data storage and quality assurance

Experience:

Minimum of 3 years of successful experience as a school or district data analyst.



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Major Responsibilities and Duties:

Major responsibilities and duties of this position include the following. Employees in this position will perform some or all of the following tasks. Other duties may be assigned.

1. Conduct ad hoc and routine quantitative analyses to support school quality assessment and performance management for schools at the direction and request of the Director of Planning & Analysis
2. Provide data and reports to the Director of School Success, the Supervisor of the Welcome Center, the Director of Planning & Analysis, and others as directed by the Director of Planning & Analysis
3. Support the Director of Planning & Analysis in developing and implementing a method for gathering and analyzing data in a meaningful way that will provide useful information to the district and its operating partners.
4. Develop and/or implement protocols for data management, including quality assurance, data storage, and data sharing across the Innovation office
5. Provide data management and analytical support for the Welcome Center on an ad hoc and routine basis as requested by the Supervisor of the Welcome Center.
6. Provide training as appropriate for district employees as well as operating partners.
7. Participate in professional development activities to maintain current knowledge of regulations
8. Maintain confidentiality in the conduct of district business.
9. Occasionally perform work beyond a standard 40-hour work week when work-load requires.
10. Other duties may be assigned as needed.

Supervisory Responsibilities:

Provide appropriate supervision as assigned.

Mental Demands/Physical Demands/Environmental Factors:

Tools/ Equipment Used: Standard office equipment including personal computer and peripherals; camera; video camera

Posture: Prolonged sitting; occasional bending/stooping, pushing/pulling, and twisting

Motion: Repetitive hand motions including frequent keyboarding and use of mouse; occasional reaching



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Lifting: Occasional light lifting and carrying (less than 15 pounds)

Environment: May work prolonged or irregular hours; frequent districtwide and statewide travel.

Mental Demands: Work with frequent interruptions; maintain emotional control under stress

This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Reviewed by _____ Date _____

Received by _____ Date _____