

## SCHOOL DISTRICT OF SARASOTA COUNTY

### JOB DESCRIPTION

#### SENIOR STATISTICAL DATA ANALYST

**SALARY SCHEDULE: ADMINISTRATOR – E**

**COST CENTER: RESEARCH, ASSESSMENT AND EVALUATION (9015)**

**QUALIFICATIONS:**

- (1) Bachelor's degree from an accredited educational institution in research, evaluation, statistics, or related field. Master's degree preferred.
- (2) Course work, experience and/or demonstrated skills in experimental and quasi-experimental research design, data collection methodology, and statistical analyses.
- (3) Demonstrated master level ability to use computer software applications, such as EXCEL, SPSS, or Business Intelligence Development Studios, SQL Server, Reporting Services, Analytic Services and Integration Services to edit and manage data and conduct the appropriate statistical analysis.
- (4) Proficient in the use of descriptive and inferential statistics to analyze data, including nonparametric techniques.
- (5) Demonstrated ability to interpret and summarize research findings, present data in a variety of formats appropriate for the specific audience, and prepare written and oral reports.
- (6) Minimum of three (3) years' experience in school or central office educational work and project management.
- (7) Current knowledge of industry best practices, current and emergent technologies and a demonstrated ability to utilize that knowledge to propose to the Director and leadership team strategic directions appropriate to the technologies under their direction.

**KNOWLEDGE, SKILLS AND ABILITIES:**

Knowledge and ability to design and implement educational research models, including the ability to implement data collection methods to obtain relevant data to address the research questions. Knowledge of federal, state and local laws, regulations and policies and reporting requirements related to assignments. In depth knowledge of needs assessment, program planning procedures, educational research and evaluation methodology and educational measurement concepts and techniques. Computer proficiency and application skills in using statistical analysis tools. Ability to communicate effectively, orally and in writing, with diverse groups.

**REPORTS TO:**

Director, Research, Assessment, Evaluation and School Improvement

#### JOB GOAL

To design and conduct sound educational research and report relevant findings in order to inform educators, parents, and the community and serve the decision-making process.

**SUPERVISES:**

Statistical Data Analyst  
Testing and Data Analyst

**PERFORMANCE RESPONSIBILITIES:**

- \* (1) Based on the informational needs of the district, determine the best and most feasible research design plan, including time lines, scope of work, and reporting requirements.
- \* (2) 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.
- \* (3) Use computer software applications, such as EXCEL, SPSS, or to edit and manage data and conduct the appropriate statistical analysis.

**School Board Approved – November 21, 2006 – Revised December 7, 2011 – Revised August 7, 2013 – Revised June 2, 2015 – Revised February 21, 2018**

**Statistical Data Analyst (continued)**

- \* (4) Proficient in database management using Business Intelligence Development Studios, SQL Server, Reporting Services, Analysis Services and Integration Services.
- \* (5) Conduct analysis of the data using descriptive and inferential statistics, such as regression, ANCOVA, MANCOVA, causal and factor analytic models, and nonparametric techniques.
- \* (6) Interpret data analyses to summarize research findings, present data in a variety of formats appropriate for the specific audience, and prepare written/digital documentation of all analysis conducted.
- \* (7) Maintain an indexed data analytic repository for all code, syntax, analysis, for archived reference.
- \* (8) Train and supervise additional data management /analytic staff/ assessment staff on analytic procedures and data management.
- \* (9) Assist in the development and implementation of the Instructional Improvement System in compliance with the Race to the Top initiative and Florida statute requirements.
- \* (10) Assist in multi-school and/or system-wide data analysis for program evaluation to determine best practices.
- \* (11) Assist in the interpretation of student accountability data, provide disaggregated data and provide training in using data for instructional decision-making.
- \* (12) Provide data and consult with individual schools for the purpose of studying program effectiveness, placing students, evaluating School Improvement Plans, and disaggregating data.
- \* (13) Assist in providing the School Board of Sarasota County and the public with timely data in a form that is easily understood.
- \* (14) Respond to inquiries or concerns in a timely manner.
- \* (15) Keep the immediate supervisor informed, through appropriate channels, of potential problems or unusual events.
- \* (16) Disseminate information and current research to appropriate personnel.
- \* (17) Keep well informed about current trends and best practices and maintain expertise in assigned areas in order to fulfill project goals and objectives.
- \* (18) Promote and support professional growth for self and others.
- \* (19) Develop annual goals and objectives consistent with and in support of District goals and priorities.
- \* (20) Maintain a network of peer contacts through professional organizations.
- \* (21) Represent, consistently, the District in a positive and professional manner.
- \* (22) Demonstrate initiative in identifying potential problems or opportunities for improvement and take appropriate action.
- \* (23) Use appropriate styles and methods to motivate, gain commitment and facilitate task accomplishment.
- (24) Perform other incidental tasks consistent with the goals and objectives of this position.
- \* (25) Every Sarasota County Schools employee has emergency response responsibilities, though not every position will require routine assignments during an emergency event. All employees are subject to recall around the clock for emergency response operations, which may require irregular work hours, work at locations other than the normal work location, and may include duties other than those specified in the employee's official job description. Assignments in support of emergency operations may be extensive in nature, with little advance notice, and may require employees to relocate to emergency sites with physically and operationally challenging conditions.

**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.

**Statistical Data Analyst (continued)****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. 11**

\*Essential Performance Responsibilities