

Hobbs Municipal Schools Job Description

Position: District Data Analyst

Supervisor: Superintendent/ Assistant Superintendents

General Job Description: The Data Analyst is responsible for performing tasks related to data interpretation to inform instructional practice and training.

Qualifications:

- 1) Bachelor's Degree or higher with training and experience in educational assessment and evaluation
- 2) Effective verbal and written communication skills
- 3) Effective public relations skills
- 4) Experience/training in educational research statistics and computer analysis
- 5) Ability to write and present analysis of data to appropriate audience
- 6) Experience in K-12 instructional programs
- 7) Proficiency in basic technology applications
- 8) Expertise with databases, spreadsheets programs and report writers utilized by the district; expertise in use of school district's primary information systems
- 9) Ability to accurately and completely enter data, extrapolate data and create reports and summaries; ability to summarize information verbally and in writing when required
- 10) Ability to troubleshoot systems problems; explaining issues to appropriate staff and vendors; ability to test system changes
- 11) Ability to train and assist other staff in use of the department's primary information systems
- 12) Ability to work independently
- 13) Ability to work with changing priorities, regulations, and deadlines
- 14) Ability to manage multiple tasks while meeting critical deadlines
- 15) Ability to handle confidential matters
- 16) Must be able to pass employment verification

Essential Duties and Responsibilities:

- 1) Serves as District data coordinator for interpreting and reporting the District's assessment programs, procedures and results.
- 2) Works with staff to ensure that accurate assessment data interpretation informs instructional practice and training.
- 3) Conducts statistical analyses of test results and disaggregates data for all schools and areas of group testing administered.
- 4) Prepares reports and materials for the guidance of counselors, teachers and administrators who use group test results in performing their duties.
- 5) Supports staff and administrator(s) in efforts to improve student achievement.
- 6) Complete other tasks as deemed appropriate by the immediate supervisor and/or the superintendent.

Additional Duties and Responsibilities:

- 1) As assigned by the superintendent.

Work Environment:

Must be able to work within various degrees of noise, temperature and air quality. Job responsibilities require both inside and outside assignments. Interruptions of work are routine. Flexibility and patience are required. Must be self-motivated and able to complete job assignments without direct supervision. Occasional after hour work may be required. Must be able to work under stressful conditions.

Physical Requirements:

Sitting, standing, lifting, and carrying (up to 50 pounds), reaching, climbing, squatting, kneeling, and moving light furniture may be required

Safety and Health Requirements:

Bloodborne Pathogens Standard Training

Equipment/Material handled:

Must know how to properly operate or be willing to learn to operate all multimedia equipment including current technology.

Terms of Employment:

Salary and work year to be established by the Board.