

Job Description

Job Title: Supervisor Academic Data Analytics

Supervisor: Executive Director of C&D

Pay Grade:

Contract Length: 245 Days

Job Classification: Exempt

Job Summary

Position will perform quality assurance functions in support of school and division academic progress while closing the disparity gap. Prepare presentations, provides leadership and assistance to schools in planning, designing and improving the instructional program through data analysis. Position is responsible for providing data support services to central office, schools and students.

Essential Duties

1. Support division data driven decision making; analyzing data to provide insights to improve student achievement.
2. Manage school improvement data subsets, perform statistical analysis and reporting.
3. Collaborate with division data warehouse developers in the design of analytic dashboards and queries to support school reporting.
4. Collaborate with school principals and their leadership teams to analyze relevant data and develop strategic, actionable plans for addressing areas of strength and weakness.
5. Collaborate with schools and central office to interpret, plan, collect, analyze, and communicate academic data to a wide variety of constituents throughout the school division.
6. Collect, organize, interpret and report on division- wide benchmark data.
7. Collaborate with other departments on matters of assessment and academic progress.
8. Interpret, compile and present insightful quantitative data results in easily understandable formats to a variety of audiences including the School Board and Senior Staff.
9. Work with schools and central office to interpret, plan collect, analyze and communicate results of various academic assessment tools to determine whether students are responding effectively to school improvement initiatives.
10. Monitor state and federal educational policies relating to research and evaluation.
11. Track and analyze current trends in academic performance against organizational and government thresholds; and reports its potential impact on the school division.
12. Serves as Chair of the Research Authorization Committee and in that role approves and monitors research projects conducted within the school system.
13. Serves as liaison between technology and academic progress staff. Includes participation on the division Data Governance Advisory Committee.
14. Use a variety of data analytic tools and statistical techniques to compile, interpret and provide academic data in an accurate and timely manner.
15. Provides support to parents and students in the use of virtual courses as well as assisting in the review of progress.
16. Models nondiscriminatory practices in all activities.

Other Duties

1. Performs any other related duties as assigned by the Executive Director of Curriculum and Development or other appropriate administrators.

Job Specifications

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 accommodation may be made to enable individuals with disabilities, who are otherwise qualified, to perform the essential functions.

Minimum Qualifications (Knowledge, Skills and/or Abilities Required)

Must possess a Master’s degree in education or related field with emphasis on Research, Assessment and Evaluation. Public education (PreK-12) experience required. Thorough knowledge of the principles, practices, and procedures of data collection and analysis; ability to develop and present ideas effectively, orally and in written form; ability to establish and maintain effective working relationships with school administrators, the School Board, and general public.

Working Conditions & Physical Requirements

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform essential functions. Must have the ability to sit and stand for extended periods of time; exhibit manual dexterity to dial a telephone, to enter data into a computer terminal/typewriter, and to perform; see and read a computer screen and printed material with or without vision aids; hear and understand speech at normal classroom levels, outdoors and on the telephone; speak in audible tones so that others may understand clearly in normal classrooms, outdoors and on the telephone; physical agility to lift up to 25 pounds to shoulder height; to bend, to stoop, to sit on the floor, to climb stairs, to walk and to reach overhead.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Duties are normally performed in an office environment.

This job description in no way states or implies that these are the only duties to be performed by this employee. The Supervisor will be required to follow any other instructions and to perform any other related duties as assigned by the Executive Director of Curriculum & Instruction or appropriate administrator. Newport News Public Schools reserves the right to update, revise or change this job description and related duties at any time.

Approvals:

Supervisor Date

I acknowledge that I have received and read this job description.

Employee Name (Print) Signature Date