



## **Job Description**

**Job Title:** Data Specialist

**Supervisor:** Supervisor of Academic Progress

**Job Classification:** Exempt

**Pay Grade:** 37

**Contract Length:** 245 days

### **Job Summary**

Position is responsible for coaching administrators and instructional staff to better understand, interpret, and integrate instructional data in support of school and division academic progress while closing the disparity gap. The specialist will provide leadership and assistance to schools in planning, designing and improving the instructional program through data analysis, as well as providing data support services to central office, schools and students. The specialist will also have an integral role in the maintenance of the various assessment and data support systems, and in the collection, analysis, and distribution of instructional accountability data.

### **Essential Duties**

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

1. Provide support and training to NNPS instructional staff on the use of accountability tools and reports.
2. Collaborate with instructional supervisors, administrators, teachers, and school leadership teams to analyze data relevant to plans for addressing areas of academic strength and weakness.
3. Assist with the maintenance and implementation of the various data and analysis systems utilized for school improvement.
4. Assist in the collection, organization, interpretation, and reporting of division wide benchmark data.
5. Work with schools and central office to interpret, plan, collect, analyze, and communicate data and other information to a wide variety of constituents throughout the school division.
6. Collaborate with other departments on matters of assessment and academic progress.
7. Assist in the development and maintenance of data structures and systems to support school reporting.
8. Interpret and report on statistical data relevant to varied audiences.
9. Model nondiscriminatory practices in all activities.

### **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 Bachelor's degree or higher and a Virginia Collegiate Professional, Post Graduate Professional, or non-Virginia equivalent teaching license. Must possess a minimum of four years of classroom teaching experience within the range of Pre-Kindergarten to 12<sup>th</sup> grade. Must possess teacher leadership experience and administrative experience is preferred. Must possess experience coaching or training adult learners. Must possess an in-depth knowledge of spreadsheet and database tools (e.g. Microsoft Excel and Access) relevant to data collection, assembly, analysis, and presentation. Experience with web-based data collection and reporting systems a plus. Must possess the ability to communicate effectively verbally and in writing.

### **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 exhibit manual dexterity to dial a telephone, to enter data into a computer terminal; to 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.

**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 a classroom or computer lab environment. The noise level in the work environment is usually moderate.

**Supervision Exercised:** None

**Supervision Received:** Supervisor of Academic Progress

*This job description in no way states or implies that these are the only duties to be performed by this employee. The essential duties are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position. The Data Specialist will be required to follow any other instructions and to perform any other related duties as assigned by the Supervisor of Academic Progress 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
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**I acknowledge that I have received and read this job description.**

_____ Employee Name (Print)	_____ Signature	_____ Date
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08/2025