

Fort Worth Independent School District
Job Description

<p>Title Building/Campus Duty Days</p>	<p><u>Data Analyst</u> Various Locations 187</p>
<p>General Summary</p>	<p>The Assessment and Data Analyst is a campus-based position focused on providing critical assistance to campus leadership and staff around data analysis and verification, training and building capacity to improve instruction through data-driven decision making, and preparing a wide variety of campus level reports directly related to the improvement of instruction. Additionally, the analyst will be the primary contact for campus wide test coordination. This position is directly responsible to the principal (or their administrative designee) at each school but will also have support and guidance from the Assessment and Data Quality group centrally.</p>
<p>Job Duties</p>	<ul style="list-style-type: none">· Coordinate, manage, maintain and organize the collection, verification, and issue resolution for data used in instructional planning efforts and accountability (Examples include TAKS, TPRI, TELPAS/TOPS, Stanford 10.· Instruct and support school personnel in the use of the DataSmart system within the context of accountability, school improvement, and data analysis.· Attend training delivered by Assessment and Data Quality staff to ensure consistency of skill and approach on campuses.· Interpret, analyze and identify patterns, trends and/or concerns to develop campus professional development.· Support implementation of data coaching pilot program on campus to consult, train, and assist schools with interpreting data for accountability, school improvement, adequate yearly progress, and data-driven decision making to improve instruction.· Oversee and be accountable for all test/benchmark administration procedures and processes – including but not limited to scheduling, test security, training school staff prior to scheduled testing activities and testing materials.· Coordinate and monitor the tutorial program and assist to teach/co-teach small groups identified according to all test data.· Assist with goal setting conferences between teachers and students; development of campus interventions (tutoring/small groups).· Assist with state and federal accountability reporting requirements (AYP & CIP reporting).<ul style="list-style-type: none">· Provide quality assurance regarding school data and reporting.· Perform other job related duties as assigned.
<p>Job Qualifications</p>	<ul style="list-style-type: none">· Bachelor's degree from an accredited college or university.· Valid Texas teaching certification (to manage testing responsibilities).· Three years classroom experience.· Thorough knowledge of Federal State and District Accountability Systems.· Working knowledge of:<ul style="list-style-type: none">· accessing and querying district data programs i.e., Data Smart, AEIS-IT, SASI and data analysis tools including Microsoft Excel and Access.· Ability to:<ul style="list-style-type: none">· summarize and concisely present information regarding student data and trends.· work in a team-oriented, collaborative environment.· be highly self-motivated and directed.· demonstrate use of strategies and techniques.· exhibit superior interpersonal and communication skills· effectively prioritize and execute tasks in a high-pressure environment.· communicate effectively, both orally and in writing, including principles of English and grammar usage, as well as, in technical and user-friendly language.· be logical, efficient and pay keen attention to details.
<p>Application Requirements</p>	<p>Must complete an online application and attach a resume. Two job related reference letters required if hired. Appropriate license(s)/certification(s) required if hired. Official transcripts required if hired. All foreign transcripts must be equivocated through an approved agency. (Click here for equivocation list)</p>

**Additional Job
Information**

PHYSICAL JOB REQUIREMENTS

PHYSICAL DEMANDS REFERENCE

Occasionally (0-33% of day, 0-32 repetitions)
Frequently (34-66% of day, 33-200 repetitions)
Constantly (67-100% of day, >200+ repetitions)

PHYSICAL DEMANDS

Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects.

ENVIRONMENTAL CONDITIONS

Indoors, in controlled environment, exposed to weather elements when traveling.
A detailed list of physical job requirements is available from the Compensation Department.

These statements are intended to describe the general nature and level of work being performed by people assigned to this job. They are not intended to be an exhaustive list of all job responsibilities.