



# Deer Valley Unified School District

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## JOB DESCRIPTION

### JOB TITLE: **Data Analysis & Accountability Manager II**

Position Type: <b>Exempt</b>	Department: <b>Research and Data Analysis</b>
Salary Schedule: <b>Exempt</b>	Reports to: <b>Director of Research and Data Analysis</b>
Salary Range: <b>7</b>	Location: <b>District Office</b>
Term of Employment: <b>12 months</b>	Date: <b>June 9, 2022</b>
Shift: <b>Day</b>	Approved by: <b>Human Resources</b>

#### **POSITION SUMMARY:**

Provides analysis and reporting of student, school, and department academic and non-academic data. Under the supervision of the Director of Research of Data Analysis, the Manager is responsible for analyzing and interpreting research data, maintaining data files, developing and presenting reports, and performing related work as required. Compiles, analyzes and interprets student assessment data for each school; participates in recommending new data sources and data elements; maintains school and district scorecards; participates in design and build of school and department dashboards. Supports State assessment. Compiles data/responses for State and Federal surveys (specifically, OCR).

*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 accommodations may be made to enable individuals with disabilities to perform the essential functions.*

#### **ESSENTIAL FUNCTIONS:**

- Manages and analyzes data from a variety of local, state and national research projects, including working with longitudinal data sets.
- Reviews and analyzes past and prospective programs, performance measures, strategic plans and data systems.
- Participates in the quality assurance review process; conducts program and administrative interviews, surveys, data analyses and cost analyses.
- Synthesizes data to evaluate the likelihood and consequences of non-compliance and deficiencies; develops recommendations for identified problem areas and proposes short term and/or long systemic actions to be implemented.
- Stays current with State assessment systems Specifically, uploading and managing students in the system and helping school personnel trouble shoot issues during the testing windows.

- Helps compile, derive, and upload district's State accountability indicators.
- Contributes to research and development of position papers, special purpose reports, background information and other documents, for use in presentations, program development, policy formulation, data processing and other program specific purposes.
- Participates in the design of research and program evaluation projects by providing technical expertise on data analysis, data management, and relevant computer software.
- Participates in instrument validation studies by providing technical expertise on data analyses relevant to demonstrating the validity and reliability of assessment tools designed to measure student outcomes and those designed to measure program quality.
- Independently conducts research projects, including data analysis, data management (including data archiving), and graphic presentation of findings for publications, reports and presentations.
- Participates in the writing of publications and reports by documenting data analysis and data management procedures and interpreting results.
- Supports district administrators up to and including Deputy Superintendents.
- Supports school teachers and administrators.
- Must be accessible throughout the workday for district and school administrators.
- Must meet any additional specific job requirements as indicated by the department.

**MARGINAL DUTIES:**

- Assists other personnel as may be required for the purpose of supporting them in the completion of their work activities.
- Completes other job related duties as assigned by the supervisor.

**SUPERVISORY RESPONSIBILITIES:**

- None.

**OTHER SKILLS/ABILITIES/KNOWLEDGE/WORK STYLE:**

- Adheres to the district/department vision, mission and goals in collaboration with staff and supervisor.
- Must have knowledge of, and advanced proficiency in the use of, operating a personal computer, utilizing Microsoft Word, Excel, Access, PowerPoint, merges, graphics, etc., and a willingness to learn new technology associated with assigned work tasks with a general knowledge of the Internet and e-mail.
- Demonstrates knowledge of current research in educational curriculum, instruction, assessment, and evaluation.
- Demonstrates the ability and desire to provide outstanding customer service.
- Must possess knowledge of the District, federal and state laws, regulations and procedures applicable to program specific tasks, programs and projects and service delivery.
- Must possess general knowledge of early childhood and educational practices and procedures.

- Must have the ability to combine data and evidence from multiple sources into a single group of working and supporting documentation that summarizes the results.
- Must have strong written and oral communications skills; ability to communicate effectively with staff summarizing data analyses and results graphically for a non-technical audience.
- Demonstrates the ability to prioritize work, meet deadlines, handle multiple projects, and work under pressure.
- Possesses strong organizational, planning, and time management skills; productive and energetic; strong work ethic; results oriented.
- Must have the ability to work independently and take initiative.
- Must have the ability to work collaboratively in a team environment.
- Demonstrates a strong attention to detail; accurate; creativity.
- Demonstrates the ability to maintain confidentiality.
- Demonstrates the ability and desire to provide outstanding customer service.
- Demonstrates the ability to work effectively under time constraints.
- Must be organized with the ability to multitask.
- Must be detail-oriented and self-motivated.
- Must have excellent memory and ability to function well under stress.
- Must be able to work independently with minimal supervision and/or assistance.
- Must demonstrate an extremely high regard for confidential and sensitive information.
- Must demonstrate flexibility, common sense, and good judgment.
- Must have ability to keep abreast of information pertinent to the job.
- Must maintain a well-groomed appearance.
- Develops and demonstrates progress of district/department goals.
- Is receptive to ideas, issues and concerns presented by all constituents.
- Provides purpose and direction for individuals and groups within the schools and/or departments.
- Maintains accessibility, listens to seek clarity and responds in a timely manner.
- Conscientiously fulfills responsibilities and follows directives by meeting deadlines.
- Demonstrates clear articulation of content accurate information through both oral and written communication.
- Demonstrates collaborative problem-solving skills.
- Participates in district professional development activities in a timely manner.
- Uses professional day in a productive manner.
- Demonstrates knowledge of and adheres to district policies and administrative procedures.
- Demonstrates a personal and professional code of ethics.
- Completes assigned tasks and projects in a competent and timely fashion.
- Adheres to legal and procedural guidelines regarding confidentiality and disclosure of information.
- Demonstrates effective management of all fiscal resources and responsibilities.
- Makes clear and well-defined decisions.

### **CERTIFICATES, LICENSES AND REGISTRATIONS REQUIRED:**

- Must have authorization to work in the United States as defined by the Immigration Reform Act of 1986.
- Must meet all Arizona Department of Education certification requirements.
- Valid Arizona Teaching Certificate or Administrative Certificate is preferred.

### **EDUCATION AND/OR EXPERIENCE:**

- Master's degree or higher is preferred.
- Must have prior experience in assigned responsibility.
- Additional experience required in related social science field is preferred.
- Three to five years of work experience in research or equivalent is preferred.

### **LANGUAGE SKILLS:**

- Demonstrates the ability to write reports, business correspondence, and procedure manuals.
- Demonstrates the ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.
- Demonstrates the ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals.

### **MATHEMATICAL SKILLS:**

- Demonstrates the ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference and volume.
- Is able to apply concepts of basic algebra and geometry.

### **REASONING ABILITY:**

- Demonstrates the ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
- Is able to read and interpret a variety of instructions and data furnished in written, oral, diagram, or schedule form.
- Utilizes student testing and related data to identify student strengths and weaknesses.

### **PHYSICAL DEMANDS:**

- Regularly required to stand, reach with hands and arms, talk or hear and taste or smell.
- Frequently required to use hands to finger, handle, or feel objects, tools, or controls.
- Must be able to walk, and occasionally climb or balance; stoop, kneel, crouch or crawl.
- Must regularly lift and/or move up to 30 lbs.

- Must have close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

**ENVIRONMENTAL CONDITIONS:**

- The noise level in the work environment is usually moderate.
- 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.

**COMMENTS:**

*This job description is intended to be representative of the work performed by employees in this position and is not all-inclusive. The omission of a specific duty or responsibility will not preclude it from the position if the work is similar, related, or a logical extension of position responsibilities as defined by the supervisor.*

*This is a temporary management guide tool, subject to change.*