



Job Title: Associate Data Strategist

Department: Data Strategy and Analytics

Reports To: Chief Analytics Officer

Grade: BG-05

Number of Days: 12 Months

Security Access: Education Service Center

Current Date: March 15, 2016

Overtime Status: Exempt

Mission and Vision: Tulsa Public Schools is the destination for extraordinary educators who work with our community and families to ignite the joy of learning and prepare every student for the greatest success in college, careers and life.

Our mission is to inspire and prepare every student to love learning, achieve ambitious goals and make positive contributions to our world.

Core Values: Our core values guide how we work and interact with each other at every level of the organization. We embrace and embody these values every day:

- **Equity:** All children deserve the opportunity to develop their full academic and social potential. Our diversity is a community treasure, and we must foster an inclusive environment by examining biases and resolving unfair practices.
- **Character:** We are honest, trustworthy and have high standards of behavior. We do the right thing even when it is hard. While we do not always agree, we treat one another with kindness and respect.
- **Excellence:** We work hard together and expect a lot of one another because high standards produce exemplary knowledge, skills, abilities and mindsets.
- **Team:** We care for one another, support the personal and professional development of one another, and work together to improve our community
- **Joy:** Joy at school and at work makes us more productive, because when we create, innovate and imagine, our motivation grows. We want to ensure that everyone knows the excitement that comes from working deeply on a problem, task or concept and experiencing breakthrough moments.

Position Summary: The associate data strategist will support in the collection, analysis and reporting of district data. Working in a highly collaborative and flexible team, the associate data strategist will have the opportunity serve as a leader on project while supporting and contributing to other projects. In addition, some projects will involve different aspects of providing analytical capacity to teachers, principals, schools and central office key teams.

Minimum Qualifications:

- Experience working with large datasets.
- Bachelor's degree (in area of mathematics, statistics, economics or related field)

Responsibilities and Essential Functions: The following duties are representative of performance expectations.

- Support in the implementation of the district's data strategy.
- Support and direct the district in the management of data and information.
- Analysis of critical data.
- Develop and apply data tools in a strategic and intentional way.

Skills and Abilities Required: The following characteristics and physical skills are important for the successful performance of assigned duties.

- Proficiency in excel.
- Developing skill/willingness to learn Stata, R, Python or some other statistical programming language.
- Ability to communicate research findings to a wide array of audiences.
- Excellent writing skills for audiences with varying knowledge of statistics and quantitative research.
- Ability to work well in a fast paced and collaborative environment.

Supervisory Responsibility:

- No supervisory responsibilities

Working Conditions: Exposure to the following situations may range from rare to frequent based on circumstances and factors that may not be predictable.

- Standard office environment.

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