



Job Title: Data Analyst/Project Manager, TLE

Department: Teacher and Leader Effectiveness
Reports To: Executive Director of Teacher and Leader Effectiveness
Grade: BG-05
Number of Days: 12 Months
Security Access: Education Service Center
Current Date: September 6, 2015
Overtime Status: Exempt

Position Summary: The TLE Data Analyst/Project Manager analyzes and manages the production of Value Added, Tripod Student Surveys, Teacher Perception Surveys and Multiple Measures Documents for teachers and leaders. Through the ongoing analysis and management of these projects, the TLE Data Analyst/Project Manager is responsible for collecting, maintaining and continuously improving fair and accurate teacher and leader evaluation components. The TLE Data Analyst/Project Manager provides key stakeholders, including teachers/leaders and the District's professional learning, human capital and ILD teams with actionable performance data to facilitate successful decision-making.

Minimum Qualifications:

- Bachelor's Degree, experience with data collection and management.
- Proficient in database management systems such as Stata, SAS, R.

Responsibilities and Essential Functions: The following duties are representative of performance expectations. A reasonable accommodation may be made to enable a qualified individual with a disability to perform essential functions.

- Manage the collection and reporting of the following evaluation components: Value Added, Student Surveys, Teacher Perception Surveys, and Multiple Measures/Documents.
- Provide data analysis and reports key performance data to stakeholders.
- Automate processes to decrease error and increase productivity of team members.
- Manage contracts and relationships with district vendors and partner organizations.
- Clean District data for more efficient use and analysis.

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

- Highly proficient with database management software.
- Experience with VBA and other basic coding languages.
- Excellent written and verbal communication.
- Ability to trouble-shoot data errors.

- Creative ability to translate non-technical requests into usable products and presentation of data.
- Ability to explain technical information in a non-technical way.
- Self-motivated.

Supervisory Responsibility:

- None

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

- Be able to sit for long periods of time.
- Coordinate meetings in-person or via conference call.
- Frequent use of electronic mail.
- Accidents improbable outside of minor injuries, such as cuts, scrapes, or bruises.
- No exposure to chemical or health hazards.
- Primarily require working indoors in environmentally controlled conditions.
- Normal effort or occasional periods of light physical activity.

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