



Job Title: Data Analyst, TLE

Department: Office of Teacher and Leader Effectiveness

Reports To: Executive Director of TLE

Grade: BG-04

Number of Days: 12 Months

Security Access: ESC

Current Date: June 9, 2015

Overtime Status: Exempt

Position Summary: The Data Analyst will support the TLE department with analytical competency, database management, and research development. Essential duties include: Analyze multiple metrics of teacher and leader evaluation data and design or manage the collection of evaluation data; conduct research and write briefs and reports for a range of audiences; compute and analyze data, using statistical formulas and computers or calculators, compile statistics from source materials, evaluation data, value added estimates and other performance data; compile reports, charts, or graphs that describe and interpret findings of analyses; participate in the publication of data or information.

Minimum Qualifications:

- Bachelor's degree in Math, Statistics, Science, Computer Science or related analytics field.
- Strong analytical background and information technology, and experience with performance evaluations preferred.
- Teaching or education experience preferred.

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.

- Support or lead major TLE projects, with a special focus on analytics and project management that will support professional and leadership development.
- Work with teams of professionals with experience in human capital, operations, finance, strategic planning and other critical school business areas.
- Work in close collaboration with district level managers to ensure the full implementation of the teacher and leaders' multiple measure evaluation system.

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

- Proficient in Microsoft Office Excel, Access and Word.
- Experience with STATA, SQL, SPSS or other enterprise level statistical software with programming experience preferred.

- Experience with Powerschool and PeopleSoft.
- Strong organizational, interpersonal and project management skills.
- Ability to prioritize and delegate as necessary.
- Dependability, tact and strength in multi-tasking, problem solving and critical analysis.
- Requires considerable concentration, thoughtful judgment and creativity.
- Required to work at a very fast pace.

Supervisory Responsibility:

- Does not directly supervise any individuals.

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

- Subject to stress caused by a changing environment, diversity in organization, tight deadlines and heavy workload.

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