TULSA
PUBLIC SCHOOLS

Job Title: **Data Fellow**

Department:	Varies
Reports To:	Department Head
Grade:	BL-10
Number of Days:	12 Months
Security Access:	ESC
Current Date:	April 5, 2013
Overtime Status:	Exempt

Job Objective: The Data Fellow will provide analytical and research support to facilitate strategic decision-making based on data. The Data Fellow will conduct statistical analysis of various sets of data and provide recommendations to district leadership.

Minimum Qualifications:
- **Education:** Advanced Degree (Master's level or higher)
- **Experience:** Strong background in quantitative analysis with experience in practical data analysis and familiarity with research design. Minimum of 4 years of professional experience including a successful track record of managing projects and change initiatives.

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.

- Conduct research and analysis required to produce key district performance data to support quality decision making.
- Provides information and analytic support in order to facilitate strategic planning, policy-making, resource allocations, program evaluation, and other processes requiring sound strategic analysis.
- Meet with key district stakeholders to both gather input for research and then help ensure that research is put into practice.
- Conduct statistical analysis of district data which may include student achievement and growth data, teacher evaluation data, and strategic performance data.
- Analyze, synthesize, and summarize dense and complex information accurately, clearly, and within a short time-frame.
- Conduct research and write briefs and reports for a range of audiences
- Work collaboratively across departments to support change management initiatives and promote valid and reliable data analysis in decision-making
- Compile reports, charts, or graphs that describe and interpret findings of analyses.

- Other duties as assigned

Skills and Abilities Required: The following characteristics and physical skills are important for the successful performance of assigned duties.
- Experience with enterprise level statistical software
- Strong organizational and interpersonal skills.
- Excellent communications skills, both written and verbal
- Ability to cultivate relationships, identify high-value projects and push them forward
- Ability to develop and manage relationships within and beyond the organization
- Experience communicating complex research findings to diverse audiences
- Interest and passion for initiating change in the education sector, advancing the use of data and analysis in policy decision-making and improving educational outcomes.
- Ability to prioritize and delegate as necessary.
- Dependability, tact and strength in multi-tasking, problem solving and critical analysis.

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.

Tulsa Public Schools is an equal opportunity employer offering employment without regard to race, color, religion, gender, national origin, age, sexual orientation, or disability. This job description summary does not imply that these are the only duties to be performed. This job description is subject to change in response to funding variables, emerging technologies, improved operating procedures, productivity factors, and unforeseen events.