



Job Title: Data Project Specialist, Constituent and Student Services

Department: Office of Constituent and Student Services
Reports To: Directors of Constituent and Student Services, Elementary and Secondary
Grade: CA-12
Number of Days: 12 Months
Security Access: ESC
Current Date: June 10, 2014
Overtime Status: Non-Exempt

Job Objectives: The Data Project Specialist will assist in gathering board reporting metrics to strategic core goals of the department as it relates to the district's core goals. The Specialist will provide leadership and support for the Office of Constituent and Student Services initiatives and projects. The Specialist will develop reports for the Oklahoma State Department of Education for state compliance and monitoring. The Specialist will provide support to the Directors and Coordinators in performance management systems through the District's web-based platform for collecting and reported data. The Specialist will facilitate internal and external communication for the department as well as maintain the department's webpage.

Minimum Qualifications:

- Must have a Bachelor's Degree
- Preferred one to two years' experience in an educational or computer science background or a combination of education, training, and experience which provides the desired knowledge of skills, and abilities necessary to perform the position's essential duties and responsibilities.

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 assigned projects related to department's priorities.
- Gathers and analyzes department's metrics related to the Balanced Scorecard goals.
- Facilitates internal and external communication for the department.
- Prepares safety reports for Oklahoma State Department of Education for compliance.
- Develops reports and other deliverables as assigned by Department leads.
- Organize, lead and facilitate project-related meetings as requested, including the creation of agendas and preparation of materials.
- Perform quantitative and qualitative analysis of department project data.
- Document activities and develop feedback report to communicate project data findings and activities to department leads.
- Contribute to a team effort and accomplishes related results as required.
- Self-directed and able to complete projects with limited supervision.

- Perform other job related duties as assigned.

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

- Job knowledge of computer data entry, Microsoft Excel, Microsoft Office, Microsoft Word.
- Critical thinking
- Organizational thinking
- Leadership skills
- Strong oral and written communication skills

Supervisory Responsibility:

- Data leadership development of employees in the department.

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

- Good working conditions.
- Little or no exposure to harm or danger.
- Everyday risks require normal safety procedures.

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.