



PRAIRIE SEEDS ACADEMY

Data Specialist K-12

PURPOSE STATEMENT:

The Data Specialist plays an important role in the distribution, gathering and analysis of various assessments. This person will compile and analyze the data to help teachers and administration drive instruction and school academic operations. This person will also be responsible for assisting in coordinating assessment logistics and, at various times throughout the year, manage the day-to-day data and logistical needs of the instructional staff.

JOB FUNCTION:

Data collection, analysis, and reporting 75%:

1. Analyze data and provide data to teachers K-12, administration and board of directors.
2. Track all assessment for all students
3. Maintain academic data system as repository for student grades.
4. Maintain data integrity across school years for eventual long term student performance trajectory evaluation.
5. Collect and process individual teacher grading sheets for regular unit testing.
6. Process scores from major annual testing (Fastbridge, ACCESS, OLPA, MCA, etc.)
7. Generate regular reports for the academic core team and administration for purposes of teacher performance evaluation and support.
8. Generate specialized reports with demographic granularity for general school performance evaluation
9. Apply multivariate statistical analysis on long term data for more insights on teacher and student performance

Assist with coordination of assessment 15%:

1. Coordination of all school wide assessments (MCA, ACCESS, OLPA, AssessNow, etc.)
2. Work with IT with organization and implementation

Assist with training and support to staff 10%:

3. You will be providing support and training for the academic data system and testing platform.
4. You must attend regular academic core and leadership team meetings when possible to provide data perspective to talking points.
5. Attend grade level/subject level meeting regarding data

Miscellaneous

1. Perform other duties assigned by supervisor

SKILLS, KNOWLEDGE & ABILITIES:

1. Strong interpersonal skills; ability to work across multiple levels
2. Attention to detail
3. Excellent written and verbal communication skills
4. Ability to work independently and efficiently manage multiple tasks simultaneously
5. Ability to read, analyze and interpret data and technical procedures.
6. Ability to effectively present information and respond to questions from various staff.
7. Ability to meet deadlines and hold oneself accountable to meeting deadlines.
8. Ability to work independently with minimal supervision, while also being a strong team player.

QUALIFICATIONS:



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- Education: Bachelor's Degree or higher in mathematics, statistics, education or related field from an accredited college or university
- Experience: Minimum of 2 year experience in data analysis field
- Knowledge: Familiarity with, MCA, OLPA, DRA and Minnesota State Standards