



EMPLOYEE NAME: _____

Created: 1/19; Revised: 4/19; 5/22; 4/24

JOB DESCRIPTION

POSITION TITLE: Director, Data Analysis	JOB CODE: 415G
DIVISION: Strategy and Accountability	SALARY SCHEDULE: Annual Central Office Personnel
DEPARTMENT: Accountability, Research & Grants	WORKDAYS: Annual Administrative
REPORTS TO: Assistant Superintendent, Accountability, Research & Grants	PAY GRADE: CDR (5, 6, or 7)
FLSA: Exempt	PAY FREQUENCY: Monthly
PRIMARY FUNCTION: Monitors and reports accountability data; assists with various administrative duties in Accountability, Research & Grants Department.	
REVISION DATE(S): 4/24	

REQUIREMENTS:

1.	Educational Level: Master’s Degree or equivalent required
2.	Certification/License Required: Valid Georgia Teaching Certificate; Leadership Certificate preferred
3.	Experience: Minimum 5 years school-based experience; experience in middle or high school preferred
4.	Physical Activities: Routine physical activities that are required to fulfill job responsibilities
5.	Knowledge, Skills, & Abilities: Written and oral communication; organization and planning; project management skills; data analysis skills; Expertise in using Microsoft Excel for data analysis and PowerPoint for creating presentations for a variety of audiences.

The Board of Education and the Superintendent may accept alternatives to some of the above requirements.

ESSENTIAL DUTIES:

1.	Demonstrates prompt and regular attendance.
2.	Plans, prepares, and disseminates accountability data reports to schools and district staff.
3.	Analyzes district achievement/perceptual data for emerging district trends.
4.	Develops, administers, and reports results of surveys.
5.	Collaborates with department staff to support district and school staff with CCRPI.
6.	Prepares and conducts training for department and school staff on division programs.
7.	Supports district staff in using data in program evaluation and planning.
8.	Manages the planning, implementation, evaluation, and documentation of stakeholder perception data for continuous accreditation readiness.
9.	Collaborates with Title I, Title III, Homeless, AVID, CTAE and other offices in the Academic Division for data analysis for federal, state, and local reporting.
10.	Serves on district committees and task forces in support of district initiatives and priorities.
11.	Collaborates with district staff to develop reports from the student information system.
12.	Assists in monitoring assessment integrity.
13.	Assists in the development and monitoring of division budget and financial records.
14.	Supervises department staff as assigned by appropriate administrator.
15.	Manages department programs and assists administrators at local schools with data analysis as needed.
16.	Systematizes and generates data and reports for departments supporting student learning across the district.
17.	Works collaboratively with department staff to plan and conduct technical and non-technical projects.
18.	Conducts training in data analysis, use and interpretation.

19.	Works with Accountability team to review local school strategic plans and provide feedback to meet accreditation standards.
20.	Reviews district strategic processes currently in place to identify opportunities for improvement and to ensure continued compliance with accreditation requirements.
21.	Stays abreast of accreditation standards and communicates any changes to district staff.
22.	Performs other duties as assigned by appropriate administrator.

Signature of Employee _____ Date _____

Signature of Supervisor _____ Date _____