



ANALYST – PERFORMANCE DATA

SUMMARY/SCOPE/GOAL

To support data-driven decision making in Brevard Public Schools and the implementation of district, state, and federal programs and policies and provide leadership in development, maintenance, and implementation of methodologically rigorous data analyses to performance data.

QUALIFICATIONS

EDUCATION AND RELEVANT EXPERIENCE REQUIREMENTS:

REQUIRED:

- Master's Degree from an accredited educational institution in Education, Statistics, Operations Research, or related field required. – Emphasis on higher-level mathematics, statistical data analysis, testing, assessment, measurement, and/or computer programming, with an emphasis in Measurement and Evaluation.
- Five (5) years' experience with the development, implementation, analysis, and reporting of evaluation and research projects.

PREFERRED/DESIRED:

- Five (5) years' teaching experience preferred.

CERTIFICATIONS/LICENSES/TRAINING:

REQUIRED:

- Valid Florida Driver's license.

PREFERRED/DESIRED:

- Certification in Educational Leadership, Supervision or Administration preferred.

PERFORMANCE RESPONSIBILITIES

ESSENTIAL FUNCTIONS:

The tasks/competencies listed below represent most of the time spent working in this position. Supervisor may assign additional tasks within the scope of this classification as necessary.

1. Conduct analyses of performance data as requested to support district programs and personnel.
2. Using a variety of techniques and appropriate quantitative and statistical tools, complete analyses of student, school, and district achievement and assessment data: interpret results, prepare reports, and present these data to appropriate constituents.
3. Direct and support the development and implementation of programs with assessment and accountability components, including but not limited to the Performance Evaluation System, grants, formative assessments, and special projects.
4. Assist with the timely and accurate completion and submission of local, state, and federal reports.
5. Establish and maintain tools for communicating performance data to stakeholders.
6. Assist in establishing specific performance benchmarks for major educational programs.
7. Assist contracted consultants with data required for independent program evaluations.
8. Conduct in-service training in data collection techniques, and utilization of data to enhance the instructional process.
9. Perform other duties as assigned by the Director of Accountability and Testing.

OTHER DUTIES:

Performs other duties as assigned commensurate with the skills and abilities of the position. Provides outstanding customer service and uses positive interpersonal communications skills. Makes all decisions and

ANALYST – PERFORMANCE DATA

performs all tasks in accordance with Brevard Public Schools' strategic plan, vision, and mission. Ensures compliance with Board Policies, procedures, and applicable federal and state laws and regulations.

KNOWLEDGE, SKILLS, AND ABILITIES/TRAINING AND EQUIPMENT USAGE

JOB RELATED:

Knowledge of research design, sampling procedures, descriptive and inferential statistics, and data presentation techniques. Manage the ongoing extraction and analysis of education-related data obtained from a variety of sources, including, but not limited to, the district's student information system, data warehouse, and human resources and financial systems. Knowledge of construction and scoring techniques in general and their application specifically to assessments required by the State of Florida. Ability to interpret performance data presented in raw, converted, and chart form, and converts same into useable information for all constituents, presenting it with the intended audience in mind. Knowledge of and experience using performance data analysis tools, techniques, and software applications. Demonstrated extensive knowledge of evaluation and research design; data sampling, analysis, and interpretation protocols; and development of surveys and psychometric measures. Effective written, oral, and listening communications skills. Ability to work cooperatively and collaboratively and serve as a liaison with other schools, departments, districts, and state-level entities. Ability to carry out oral and written instructions and to prepare and deliver clear and comprehensive reports.

GENERAL:

Knowledge and use of time management and organizational systems. Skill in meeting and exceeding customer/stakeholder expectations within the precincts of policy, procedure, and sound judgement. Skill in active listening and social perceptiveness. Ability to communicate effectively orally and in writing. Ability to use logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems. Ability to sustain focus and attention to detail for extended periods of time.

EQUIPMENT:

Use office machines such as large volume copiers, printers, or calculators. Use computers for email, word processing, intra/internet, data entry, spreadsheets, service ticket responses, presentations, or custom applications.

PHYSICAL DEMANDS/WORK ENVIRONMENT

PHYSICAL REQUIREMENTS:

(S) SEDENTARY WORK

Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently to lift, carry, push, pull, or move objects. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally, and all other sedentary criteria are met.

POTENTIAL ENVIRONMENTAL CONDITIONS/HAZARDS:

Indoor office environment most often with Indoor/Outdoor movement between pods/locations frequently. Intermittent noise and activity level. Requires Sitting, Standing, Walking, Bending, Stooping, Kneeling, Finger Dexterity, Talking, Hearing, and Visual Acuity frequently.

TRAVEL:

Travel between sites rarely. Travel out of county rarely.

ANALYST – PERFORMANCE DATA

FOR HR USE ONLY:

DIVISION:	Elementary Leading and Learning	DEPARTMENT:	Testing and Accountability
TITLE CODE:	C2240	CONTENT BY:	Director-Accountability, Testing & Evaluation
GRADE:	22	COMPENSATION:	Ellie Kelly – Human Resources
UNIT:	NB (Exempt)	LABOR RELATIONS:	Karyle Green, Ed.D.
LAST BOARD APVD:	09/27/2011	CLASSIFICATION:	Beth Thedy, Ed.D.
SCHEDULE:	8 Hrs. – 12 Mos.		

REV:	DATE:	REVISION CONTROL:	INITIATED BY:
1.0	08/23/2011	Developed	Dr. Karen Schafer, Director-Accountability, Testing & Evaluation
2.0	12.01.20	New Format	Human Resources
2.1	11/1/2021	Update Physical requirements to match ADA and add schedule	Ellie Kelly – Human Resources

The above information on this description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this job. Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

Brevard Public Schools (BPS) is an equal opportunity/affirmative action employer committed to achieving excellence and strength through diversity. BPS seeks a wide range of applicants for its positions so that one of our core values, a qualified and diverse workforce, will be affirmed. Americans with Disabilities Act (ADA) compliance requires BPS to provide reasonable accommodations to qualified individuals with disabilities. Prospective and current employees are invited to discuss accommodations.