



JOB DESCRIPTION: ACCOUNTABILITY DATA ANALYST

DEPARTMENT:	Analysis, Assessment, and Accountability	REPORTS TO:	Evaluation and Measurement Senior Manager
JOB CLASS:	Analyst	PAY GRADE:	18
EXEMPT STATUS:	Exempt	DATE:	9/2012

Our Mission is to deliver a high quality, technology-based education that provides the skills and Knowledge students need for success.

POSITION GENERAL SUMMARY:

The Accountability Data Analyst assists with the data analysis, analytics, reporting and recommendations for all information that impacts school accountability, evaluation and reporting, and school and staff performance.

ESSENTIAL POSITION FUNCTIONS:

- Coordinate data analysis and reporting responsibilities for state and national assessments (i.e., FSA, AP, SAT/ACT, Industry Certification)
- Conduct research analysis using statistical software and prepare relevant research briefs for stakeholders
- Plans, coordinates, and performs statistical analysis for basic and/or complex assessment or program evaluation assignments.
- Accountable for basic and complex statistical design and analysis decisions such as variance estimations (weighting), sample design, statistical modeling, and psychometrics
- Coordinate all aspects necessary to create and maintain data files for the purposes of analyzing data and reporting information to meet critical district priorities
- Create spreadsheets, charts, and graphs to conduct and illustrate trend analysis
- Transform/compile data from a variety of sources and format into data acceptable for analysis
- Conduct statistical tests, both qualitative and quantitative including post-hoc tests as necessary.
- Provide professional development to stakeholders on data results and the use of data for continuous improvement
- Analyze and interpret large and complex data sets and metrics.
- Conduct a review of high priority and sensitive data files to make required corrections reported to FLDOE
- Works with stakeholders on application of data to enhance program performance and efficiency
- Meet professional obligations through efficient work habits such as, meeting deadlines, honoring schedules, coordinating resources and meetings in an effective and timely manner, and demonstrate respect for others
- All work responsibilities are subject to having performance goals and/or targets established

(These essential functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform other job related duties as required.)

MINIMUM REQUIREMENTS:***Education:***

- Bachelor's degree in related field
- Master's degree preferred
- Valid professional Florida Certificate, preferred

Experience:

- Three years' experience in educational measurement and data analysis and problem solving with large amounts of data
- Experience using spreadsheets to conduct trend analyses

Knowledge, abilities and skills:

- Strong analytical skills
- Knowledge of research and evaluation design including application of appropriate statistical procedures, data analysis, and interpretation of results
- Demonstrate experience in the use of computer applications and statistical analysis software (SPSS and/or STATA preferred).
- Demonstrate skill in writing technical reports
- Ability to transform data from a variety of sources and formats into data acceptable for analysis software and spreadsheet analyses
- Ability to determine overall quality of data and troubleshoot and correct problems with data
- Ability to synthesize information from multiple resources
- Ability to prepare charts and graphs to illustrate data trends
- Ability to understand the strengths, weaknesses, and limitations of given datasets or metrics

CORE COMPETENCIES FOR SUCCESS:

<p style="text-align: center;">COMMUNICATION SKILLS</p> <p><i>Clearly and effectively conveys and/or presents information verbally; summarizes what was heard to mitigate miscommunication; Shares ideas and perspectives and encourages others to do the same; Informs others involved in a project of new developments; Disseminates information to other employees, as appropriate; Effectively uses multiple channels to communicate important messages; Keeps supervisor well informed about progress and/or problems in a timely manner; Writes in a clear, concise, organized and convincing way for a variety of target audiences; The written message is consistently error-free; The written message has the desired effect on the target audience</i></p>	<p style="text-align: center;">CUSTOMER FOCUS</p> <p><i>Prioritizes customers (internal and external) and their needs as primary and is dedicated to meeting their expectations; Develops and maintains customer relationships; builds credibility and trust; Quickly and effectively solves customer problems; Provides prompt, attentive service in a cheerful manner; adapts to changing information, conditions or challenges with a positive attitude; Incorporates customer feedback into delivery of service to provide the best experience possible for the customer; Actively promotes FLVS in community by serving as a FLVS ambassador or volunteer</i></p>
<p style="text-align: center;">INTERPERSONAL SKILLS</p> <p><i>Relates well with others; Treats others with respect; Shares views in a tactful way; Demonstrates diplomacy by approaching others about sensitive issues in non-threatening ways; Considers and responds appropriately to the needs, feelings and capabilities of others; Fosters an environment conducive to open, transparent communication among all levels and positions; Takes the initiative to get to know internal and external customers</i></p>	<p style="text-align: center;">FUNCTIONAL /TECHNICAL EXPERTISE</p> <p><i>Has the skills, abilities, knowledge and experience to be successful in functional area of expertise; Dedicates time and energy to keeping abreast of the latest information related to area of expertise and technology; Picks up on technology quickly; Does well in technical courses and seminars; Produces high quality work in organized and timely fashion</i></p>

INDIVIDUAL CONTRIBUTOR COMPETENCIES FOR SUCCESS:

<p>PEER RELATIONSHIPS</p> <p><i>Finds common ground and solves problems for the good of all; Can represent his/her own interests and yet be fair to other groups; Solves problems with peers with minimal “noise”; Is seen as a team player and is cooperative; Easily gains trust and support peers; Encourages collaboration; Is candid with peers</i></p>	<p>CREATIVITY</p> <p><i>Comes up with a lot of new and unique ideas; Easily makes connections among previously unrelated notions; Tends to be seen as original and value-added in brainstorming sessions; Takes calculated risks; Is not afraid to try new things and potentially “fail fast”</i></p>
<p>SELF KNOWLEDGE</p> <p><i>Seeks feedback; Gains insight from mistakes; Is open to constructive criticism; isn’t defensive; Proactively seeks to understand his/her strengths and areas for growth; applies information to best serve organization; Recognizes how his/her behavior impacts others and incorporates insight into future interactions</i></p>	<p>PLANNING</p> <p><i>Accurately scopes out length and difficulty of tasks and projects; Sets objectives and goals; Breaks down work into the process steps; Develops schedules and task/people assignments; Anticipates and adjusts for problems and roadblocks; Measures performance against goals; Evaluates results</i></p>
<p>ORGANIZING</p> <p><i>Uses his/her time effectively and efficiently; Concentrates his/her efforts on the more important priorities; Can attend to a broader range of activities as a result of organizing time efficiently; Can marshal resources (people, funding, material, support) to get things done; Can orchestrate multiple activities at once to accomplish a goal; Arranges information and files in a useful manner</i></p>	<p>PROBLEM SOLVING</p> <p><i>Uses rigorous logic and methods to solve difficult problems with effective solutions; Probes all fruitful sources for answers; Can see hidden problems; Is excellent at honest analysis; Looks beyond the obvious and doesn’t stop at the first answers</i></p>
<p>DRIVE FOR RESULTS</p> <p><i>Can be counted on to exceed goals successfully; Very bottom-line oriented; Steadfastly pushes self and others for results; Is full of energy for the things he/she sees as challenging; Not fearful of acting with a minimum of planning; Consistently seizes opportunities; Consistently exceeds goals</i></p>	

PHYSICAL REQUIREMENTS AND ENVIRONMENTAL CONDITIONS:

- Location: Remote
- Frequency of travel: Occasional travel is required for meetings, trainings and conferences; location may vary and may require overnight stays
- Light physical activities and efforts required working in an office environment

(Reasonable accommodations will be made in accordance with existing ADA requirements for otherwise qualified individuals with a disability.)

FLVS does not discriminate in admission or access to, or treatment or employment in its programs and activities on the basis of race, color, religion, age, sex, national origin, marital status, disability, genetic information or any other reason prohibited by law.