

Anoka-Hennepin Independent School District #11

Job Description

Title: Research, Evaluation and Testing Analytics Coordinator
Department: Research, Evaluation and Testing (RET)
Reports to: Executive Director of Research, Evaluation and Testing
Prepared Date: March 26, 2024

SUMMARY OF RESPONSIBILITIES

Coordinate district analytic projects and timelines. Analyze district level student assessment data and prepare reports; analyze data and prepare reports for evaluation and research projects; communicate findings and participate in teaming with technology and curriculum staff; support the work of other district level analysts and use of data across the system.

DUTIES AND RESPONSIBILITIES

- Performs and manages analytical and administrative duties under the direction of the Executive Director of Research, Evaluation and Testing (RET).
- Analyzes and determines solutions for issues arising regarding data inconsistencies, data accessibility and potential inaccuracies.
- Manages and facilitates the work of the RET analyst team for the purpose of meeting reporting and decision-making needs under the direction of the Executive Director of RET.
- Researches and analyzes discrepancies in student data for the purpose of ensuring accuracy and adherence to established reporting procedures and processes.
- Manages communication and collaboration with vendors related to data collection, data tools and reporting applications and software. Resolves related issues and maintains open relations between vendors and the district.
- Develops and delivers training for district staff related to data systems, RET processes and student data interpretation and use.
- Provides leadership and consultation within the department and across the district on the approach, format and layout of data collections, reporting needs and statistical analysis.
- Coordinates and leads regular project status meetings between RET analysts and Executive Director of RET, including other staff as needed.
- Provides guidance and leadership to RET analysts and other RET staff related to projects, processes and applications under the direction of the Executive Director of RET.
- Provides training to new RET analysts on data systems, RET processes and applications, daily activities, and projects.
- Prepares, manages and controls schedules and monitors timelines, coordinating and leading planning sessions with all relevant stakeholders for upcoming new and annual projects.
- Consults and collaborates with Applications and Connections Systems to ensure coordination of data availability, reporting, and accuracy related to district data tools and applications as well as continued development of technology-based systems for collection, storage, retrieval, reporting and analysis of student data including attendance, behavior and achievement information.

- Responds to inquiries for the purpose of providing information to administrative and program personnel.
- Resolves issues arising from the creation, collection, use and dissemination of data.
- Creates and maintains technical documentation related to departmental processes.
- Serves as a resource and advisor to administrators and district staff regarding the district's student data management warehouse.
- Establishes procedures and protocols to ensure integrity and accuracy of student data including data extraction, processing, storage, and analysis.
- Prepares diverse reports, documents and other written and electronic materials for the purpose of documenting activities, providing clear and cohesive management information, providing reference and/or conveying information that is utilized for management decisions and reporting requirements under the direction of the Executive Director of RET.
- Manages and monitors the student placement process for both school year and summer school programming.
- Initiates and maintains effective communication and relationships with internal and external stakeholders.

SUPERVISORY RESPONSIBILITIES

None

EDUCATION AND/OR EXPERIENCE

Requires bachelor's degree in the field of data analysis, statistics or other related field, with preferred experience in a school setting. Master's degree desired.

KNOWLEDGE, SKILLS AND ABILITIES

Requires advanced skills in large-scale database management including understanding file structure, coding data, merging files, etc.

Ability and willingness to learn or comprehensive knowledge of large-scale testing programs.

Ability to use appropriate statistical and psychometric procedures to determine validity, reliability, bias, significance, etc.

Experience with standardized testing, such as state-required tests

Experience in formative and summative assessments

Understanding of data-driven decision making

Strong aptitude for computerized data processing and databases (Excel, SPSS, R, NVivo, ACCESS, etc.)

Strong communication skills, both written and oral including presentation skills

Willingness and ability to work flexibly and collaboratively, as well as the ability to work independently

High level comprehension of statistical analysis

Training or experience in conducting evaluation

Excellent troubleshooting, problem-solving and organizational skills

Ability to work effectively with diverse groups of people.

Ability to maintain regular attendance, which includes completing daily assigned times.

WORK ENVIRONMENT

Most work is performed in an office or school building. The noise level in the work environment is usually quiet.