JOB DESCRIPTION
Data Strategist

DIVISION: Accountability & Information Systems  GRADE: 133
DEPARTMENT: Data & Information Group  WORK DAYS: Annual
REPORTS TO: Director (Research & Evaluation)  FLSA STATUS: Exempt

POSITION SUMMARY
The Data Strategist supports an Associate Superintendent and their portfolio of schools in managing and analyzing student data to inform school improvement and student success. To do this, the strategist develops analytical tools with real-time information that’s healthy, consumable, accurate and actionable.

MINIMUM REQUIREMENTS

EDUCATION:
• Bachelor’s degree required.

CERTIFICATION/LICENSE:
• N/A.

WORK EXPERIENCE:
• 3 years of experience data analysis and production.
• Experience within a K-12 setting is a plus.

KNOWLEDGE, SKILLS & ABILITIES
• Strong working knowledge and experience with data collection, analysis, reporting, and dashboard tools
• Knowledgeable of quantitative statistical methodologies
• Ability to work successfully with colleagues, including school-based personnel, community members, and external customers
• Attention to detail, takes initiative, and is organized
• Solves problems and make sound decisions
• Skill in written and oral communication
• Ability to work well independently and within a team
• Excellent skills with Microsoft Office and statistical software, such as Stata, SAS, R, or SPSS

• Skills that are preferred but not required include experience with a database language, such as SQL and experience with data visualization software, such as Tableau.

ESSENTIAL DUTIES
• Conceptualize, build and maintain data dashboards for use by school and central office staff.
• Interpret school, cluster and district-level production data to inform strategy for school improvement.
• Work closely with school leadership to provide support to school-based staff around data.
• Serve as a subject matter expert as it relates to data analysis, visualization, application and interpretation.
• Work collaboratively with other data strategists to establish a culture of evidence-based decision making.
• Performs other duties as assigned by the appropriate administrator.
• Required to attend scheduled shift during regular business hours as mandated

PHYSICAL ABILITIES AND WORKING CONDITIONS

The Physical Abilities and Other Conditions of Continued Employment listed in this section are representative of, but are not intended to provide an exhaustive list of Physical Abilities and Other Conditions of Continued Employment which may be required of positions in this class. Atlanta Public Schools encourages persons with disabilities who are interested in employment in this class and need reasonable accommodation of those disabilities to contact the Human Resources Department for further information.

Vision: (which may be corrected) to read small print; view a computer screen for prolonged periods.
Hearing: (which may be corrected) to answer telephones and tolerate exposure to noisy conditions.
Speech: to be understood in face-to-face communications; to speak with a level of proficiency and volume to be understood over a telephone.
Upper Body Mobility: use hands and fingers to feel, grasp, and manipulate small objects; manipulate fingers, twist and bend at wrist and elbow; extend arms to reach outward and upward; use hands and arms to lift objects; turn, raise, and lower head.
Strength: to lift, push, pull and/or carry objects which weigh as much as 5 or more pounds on a frequent basis. Incumbent may be required to physically restrain parties involved in a conflict.
Environmental Requirements: encounter constant work interruptions; work cooperatively with others; work independently; work indoors.
Mental Requirements: read, write, understand, interpret and apply information at a moderately complex level essential for successful job performance; math skills at a high school proficiency level; judgement and the ability to process information quickly; learn quickly and follow verbal procedures and standards; give verbal instruction; rank tasks in order of importance; copy, compare, compile and coordinate information and records.
Additional Work Conditions & Physical Abilities: N/A.

Atlanta Public Schools assures Equal Employment Opportunities and equal education opportunities for employees and students as required by Federal and State Orders and Laws. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks. This job description is intended to accurately reflect the position activities and requirements. However, management and administration reserves the right to modify, add, or remove duties and assign other duties as necessary. It is not intended to be and should not be construed as an all-inclusive list of all the responsibilities, skills, or working conditions associated with the position.