

Coordinator of Student Data Analysis

Job Summary:

Under the administrative direction of the Assistant Superintendent of Curriculum & Instruction, coordinates the study, development and implementation of a data analysis and predictive modeling system to support effective data-based decision-making.

Supervision:

Under supervision, this position directly supervises personnel assigned by the Superintendent of Schools; one administrative assistant.

Job Duties:

- = Essential Functions
- Coordinates the development of a student data analysis and predictive modeling system in conjunction with the Director of Technology and outside consultants and vendors.
- Prepares and presents reports related to the development of the data analysis/predictive modeling system for the Administrators & Directors and the Board of Education as directed by the Assistant Superintendent of Curriculum & Instruction.
- Facilitates communication, including monthly meetings, among stakeholders to ensure successful implementation of the data analysis/predictive modeling system.
- Creates standard student, classroom, grade level, school and district achievement reports for use in data analysis and the data analysis/predictive modeling system as directed by the Assistant Superintendent of Curriculum & Instruction.
- Assists administrators and directors with the creation of user defined reports for data analysis and program evaluation, including grant performance reports.
- Provides training and technical assistance to support the creation, implementation and use of the data analysis/predictive modeling system.
- Coordinates the development, distribution and analysis of surveys for program evaluation, community input, student follow-up and other purposes as directed by the Assistant Superintendent of Curriculum & Instruction.
- Coordinates data analysis and recordkeeping and identification of students for participation in the Academically Talented Program in conjunction with the Assistant Superintendent of Curriculum & Instruction.
- Ensures that state assessment results and District and School Report Cards are posted on the district web site in a timely fashion.
- Provides technical assistance for administrators on the use of Skyward and the statewide student information system to insure the accuracy of student demographic data.
- Ensures that the data analysis/predictive modeling system and associated student data are managed in ways that comply with state and federal laws including, but not limited to FERPA, NCLB and IDEA.

- Establishes access procedures and user roles for the data analysis/predictive modeling system in conjunction with the Assistant Superintendent of Curriculum & Instruction.
- Conducts statistical analyses and develops rules necessary for the creation of meaningful predictive models. Systematically monitors student outcomes to improve models.
- Facilitates communication with other school districts and agencies. Serves as district representative to these school districts and agencies in the area of student data analysis and predictive modeling.
- Completes all reports and special duties as assigned.
- Executes such general responsibilities common to all administrative positions of the school district and additional responsibilities as directed by the Superintendent.

Minimum Requirements:

Education:

Masters Degree or Specialist Certificate, Type 75 Certificate

Experience:

Previous administrative experience (5 years) including as a building principal; Strong skills in mathematics & data management; High level of organization and attention to detail

Contract period: 12 months, 260 days



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