CHIEF ENROLLMENT ANALYSIS COORDINATOR

DEFINITION

Plans and coordinates activities of statistical research and analysis involving population trends, density, theory, and policy of population changes in urban areas which include the collection of population and housing data, and the cohort analysis thereof to develop statistical models, assessments of demographic patterns, and trends.

TYPICAL DUTIES

Prescribes procedures, formulas, and statistical models to be used in the synthesis of data for the establishment of projections of student population.

Collects and uses survey, statistical programing software, and interpretations of survey tabulations.

Develops parameters of student and population data required to analyze the composition and magnitude of demographic trends.

Identifies sources for data.

Consults with data processing personnel to define information system requirements.

Coordinates the acquisition, organization, maintenance, and reporting of data.

Confers with technical experts regarding external influences, such as socio-economic trends, that have affected or could affect demographics.

Works with District officials to develop recommendations for short-range and long-range District-wide enrollment projections.

Analyzes, interprets and establishes projections of student enrollment based on projections of area residence.

Supervises the preparation and assembly of materials used to convey the results of analyses.

Collects and reviews school operational data with regards to classroom counts and the utilization of classrooms.

Collaborates with District officials responsible for the calculations of school accommodations to develop standards to be used in analysis of school capacities that comply with the Board of Education's approved goals and guidelines for school operation.

Lead and direct multi-disciplinary teams, set project standards, monitor progress, and communicate interim and final results

Formulates and executes calculations to determine the need for classroom seats based on long-range educational and facilities goals as established by the Board of Education.

Prepares and communicates analyses results in written and oral formats.

May make presentations to colleagues, District management, and the general public.

Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

The Chief Enrollment Analysis Coordinator plans and coordinates the activities of statistical research and analysis related to student and population growth including developing statistical models and assessing patterns and trends.

The Masterplan Coordinator has responsibility for the analysis of projected need for school facilities and equipment and supervising the gathering and analysis of data for school utilization and operating capabilities.

A Senior Boundary Coordinator assists the Chief Boundary Coordinator in supervising the activities of the Demographic and Boundary Section and conducts more difficult demographic and boundary studies.

SUPERVISION

The Chief Enrollment Analysis Coordinator receives general direction from the Director of Master Planning and Demographics. Supervision is exercised over Senior Boundary Coordinators, Boundary Coordinators, and lower-level personnel.

CLASS QUALIFICATIONS

Knowledge of:

Research methodology and statistical procedures related to theory and policy of population changes and assessments of demographic trends

Advanced statistical concepts and methods including qualitative analysis, scaling, equating, sampling theory, validity research, large-scale survey methodology and/or large-scale assessment, and classical and modern statistical theory, methods, and applications

Techniques of evaluating spatially referenced geographic data through the use of geographic information systems

U.S. Census and other population source data publications

Methods and techniques for the development of effective graphic representation of research and analysis results

Computer processing practices as they relate to the development of various demographic projections

Ability to:

Determine the scope and parameters of research criteria and perform research and statistical studies involving the assessment of demographic patterns, including the composition and magnitude of population and future population trends

Manage, research and evaluate school demographic data and assess school site options

Review existing statistical protocols and methodologies related to sampling, measurement, analysis, modeling, imputation, and computing

Collect, classify, interpret, and explain statistical data to policymakers

Prepare summary reports of analyses results that include charts, graphs, and statistical tables that characterize the conclusions of studies

Formulate recommendations for policy decisions

Make effective presentations to the Board of Education, District committees and administrators, and community groups

Utilize statistical programming software such as STATA or SAS

Train and supervise lower level employees and evaluate their work performance

Act independently and with initiative, flexibility, and tact

ENTRANCE QUALIFICATIONS

Education:

Graduation from a recognized college or university with a Master's degree or higher in mathematics, statistics, economics, finance, demography, geography, urban planning, sociology, educational research or a related field requiring substantial training in quantitative and qualitative statistical analysis or research. A doctoral degree in one of the above fields is desirable.

Three years of supervisory experience in a public agency with responsibility for the planning and coordination of statistical research and analysis projects, in addition to the required experience, may be substituted for a graduate degree. Candidates meeting this entrance qualification must have a bachelor's degree in the aforementioned fields.

Experience:

Five years of professional-level research experience that includes determining statistical research design methodology for completed research projects. Two years of experience providing professional-level research in the development, planning, and presentation of demographic data for public works projects is highly desirable.

This class description is not a complete statement of essential functions, responsibilities, or requirements. Requirements are representative of the minimum level of knowledge, skill, and/or abilities. Management retains the discretion to add or to change typical duties of a position at any time.

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