SENIOR DATA STRATEGIST

DEFINITION

Advises Senior District Management in strategizing, planning, and implementing plans and policies for the effective use of school and student data.

TYPICAL DUTIES

Advises Senior District leadership on uses of student data to improve practices for effectiveness and efficiency, and improve student outcomes.

Analyzes, monitors, and provides strategic instructional operational recommendations through identification of trends, correlations, data analyses, patterns, and interpretation of results.

Provides expertise in determining the right type of analytics or statistics to apply to data sets.

Conducts scenario analyses to influence change in instructional operational practices.

Develops standards and best practice procedures for data validation, analysis, and presentation.

Develops District-wide metrics to measure progress toward achieving strategic goals, objectives, and initiatives.

Identifies opportunities to increase data quality.

Interprets and contextualizes available data in order to refine data models and structures.

Develops research-based data presentations for the Board, executive management, and other stakeholders.

Acts as a liaison between executive management, Local Districts, office of the Deputy Superintendent, and the office of the Superintendent to develop or enhance reporting methods leveraging data.

Coordinate, monitors, and executes the production of reports using various financial, operational, and instructional data from multiple sources.

Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

The Senior Data Strategist serves as a technical consultant and advisor to Senior Management and other executives on the effective use of school and student data.

The Executive Director, Office of Data and Accountability directs the Office of Data and Accountability.

SUPERVISION

The Senior Data Strategist receives administrative direction from the certificated Chief Strategy Officer.

CLASS QUALIFICATIONS

Knowledge of:

Data analysis techniques and their applications
Underlying technological system, processes, and best-practices associated with data
Data concepts and data sets

Techniques for data collection and management
General knowledge of relational database principles and data mining software programs
General knowledge of data auditing techniques
Principles of public relations
Analytics and statistical models to identify trends, patterns, and relationships

Ability to:

Analyze problems, make decisions, and be responsible for those decisions
Manage large system implementation projects in a cross-functional environment
Develop and implement objectives, policies, procedures, work standards and internal controls
Organize project resources and requirements to meet established deadlines and goals
Build and maintain effective working relationships with stakeholders
Determine strategies to achieve goals
Conduct group presentations and facilitation
Prepare clear and concise reports
Work effectively with all levels of District employees and the public
Communicate effectively, both orally and in writing with staff and the community in a multiethnic educational environment
Exercise judgment and creativity in making decisions
Speak effectively before a variety of groups
Interpret and explain data and statistics to executives, Board Members, district staff, and the general public

ENTRANCE QUALIFICATIONS

Education:

Graduation from a recognized college or university with a bachelor's degree preferably in education, education policy, statistics, computer science, public policy, public or business administration, or a closely related field.

Experience:

Four years of professional level experience in data collection and analysis and making recommendations to executives utilizing data for various strategic initiatives. Experience in a California K – 12 school district is preferable.

Special:

A valid California driver license and the availability of private transportation or the ability to utilize an alternative method of transportation.

This class description is not a complete statement of essential functions, responsibilities, or requirements. Entrance requirements are representative of the minimum level of knowledge, skill, and /or abilities. To the extent permitted by law, management retains the discretion to add or change typical duties of a position at any time, as long as such addition or change is reasonably related to existing duties.

New Class
11-07-19
KG/PJO