Data & Reporting Analyst - Assessment Office

Position Type:
Administrator Ops

Date Posted:
4/25/2019

Location:
Lincoln Center

Closing Date:
05/08/2019

Who We Are:
Waukegan Community Unit School District No. 60 serves nearly 17,000 students in preschool through grade 12 and is located halfway between Chicago, Illinois and Milwaukee, Wisconsin on the shores of Lake Michigan. The District has 1 early learning center, 15 elementary schools, five middle schools and a high school program divided between two 9th – 12 grade campuses. The District encompasses portions of Waukegan, Beach Park and Park City.

Why We Do This Work:
The Waukegan Community Unit School District No. 60 has set an ambitious agenda for change, guided by the belief that all children, regardless of circumstances, can achieve at high levels and academic gaps can and will be eliminated with the support of teachers who deliver engaging, relevant, and academically rigorous instruction that excites students and instills a love of learning in them.

Organizational Relationship:
Under the primary direction of the Coordinator of Assessment and Data and secondary direction of the Associate Superintendent of Equity, Innovation, and Accountability.

Essential Duties and Responsibilities:

1. Collaborate with school personnel to define questions to be answered to achieve school and district goals.
2. Monitor performance of designated variables and key performance indicators (KPIs) and help assess their educational impact (daily, weekly, monthly, etc.).
3. Collect and/or retrieve academic, discipline, attendance, intervention, and other data collected through internal or external systems collaborating extensively with the Information Technology Service Department.
4. Query and prepare data sets needed to test hypotheses and answer questions.
5. Produce customized data reports and data tables as requested by the District Leaders.
6. Ensure the integrity of data and assist with quality control.
7. Analyze relevant data making critical observations and identifying patterns and trends.
8. Collaborate with school personnel to interpret and analyze data.
9. Communicate findings and/or status updates, verbally and visually, to school and district personnel.
10. Effectively prioritize and execute tasks in a timely manner related to assigned projects and ad hoc data requests.
11. Become well versed in all programs used for assessment and data within the district.
12. Assist in creating and delivering professional development related to data and assessment.
13. Assist in developing and implementing standards, procedures, and protocols for the effective collection and analysis of educational data to ensure the quality and the validity of the data and to maintain compliance with FERPA.
14. Commit to continuous education and personal development by attending trainings and sharing technical knowledge with school personnel.
15. Assist the Coordinator of Assessment and Data in all aspects of the national, state, and local testing and data reporting as needed.
16. Assist in troubleshooting minor testing issues.
17. Assist in the adding of assessment data to our district and related systems.
18. Ensure confidentiality of information.
19. Periodically adjust working hours to accommodate office needs.
20. Periodically travel to school sites as needed.
21. Perform other job related duties as assigned.

Qualifications:

1. Must have Bachelor’s degree required in social science, statistics, research methodology, a related discipline, or applicable training in a related field.
2. Commitment to the belief that all children, regardless of circumstances, can achieve at high levels.
3. Knowledge in educational measurement, data, and reporting.
4. Working knowledge of querying data warehouses and student information systems.
5. Demonstrated ability to work with data from multiple computer environments, including but not limited to: Windows based PC’s, district-wide networked systems including the Student Information System (SIS), Google systems, and testing as well as non-testing web-based applications.
6. Proficiency in the manipulation of queried data and the use of spreadsheets and data visualization software (Excel, Google sheets, Tableau, etc.)
7. Excellent problem solving skills and ability to use data exploration to generate insights.
8. Strong verbal and written communication skills, especially the ability to translate technical results and attend to details..
9. Demonstrate excellent leadership and organizational skills.
10. Be able to successfully work in a collaborative environment.
11. Ability to positively interact with teachers, parents, outside agencies, and central services staff.

Note: The above statements are intended to describe the essential functions and related requirements of persons assigned to this job. They are not intended as an exhaustive list of job duties, responsibilities, and requirements.

Work Environment: Busy office environment with multiple priorities and frequent interruptions.

Terms of Employment: 11 month position

Compensation: $40,000 - $55,000 To be determined based on qualifications and experience.

Application Deadline: Candidates must submit an online application by the closing date.

Only online applications will be considered.
Apply: www.wps60.org

Waukegan Community Unit School District 60 offers employment opportunities without regard to age, gender, race, color, national origin, religion, marital or