

Jordan School District
ADMINISTRATION JOB DESCRIPTION

Job Title: **Data Scientist (X03)** Lane Placement: Z1
 Department: Evaluation, Research & Accountability FLSA Classification: Exempt
 Supervisor's Title: Dir. of Evaluation, Research & Accountability Contract: 245 Days
 Original date: 06/23 Revised: Revised: Revised:

GENERAL FUNCTION

Under the supervision of the Director of Evaluation, Research, and Accountability, the **Data Scientist** will oversee data mining, processing, cleaning, auditing and validating the integrity of data to 1) identify trends and patterns in educational data that provide personnel with accurate, meaningful and readily accessible data and data analytics in order to inform instruction, positively affect student learning and predict educational success, 2) assist the director in providing personnel with professional development in the effective use of data and data analytics to inform instruction, positively affect student learning and predict educational success, 3) provide personnel with technical assistance regarding the analyses of assessment and research data for grants, education programs and other District-determined research projects.

The incumbent is responsible to follow all policies and guidelines as detailed by District policy.

ESSENTIAL FUNCTIONS

- Oversee data mining, processing, cleaning, auditing and validating the integrity of education data.
- Design, develop and maintain databases as determined by project priorities.
- Create accessible and interactive visual representations of data (e.g., spreadsheets, graphs, charts, etc.).
- Work cooperatively with the Assessment Administration Services section of the department, and with the Information Systems Department, to provide reports, data and analysis to teachers, principals, and District staff.
- Identify trends and patterns in educational data and proposing solutions in collaboration with other consultants to enhance student learning and performance.
- Facilitate programs and processes that enable District leaders, principals and teachers to have access to student assessment data and other educational data to inform students' learning and predict students' educational success.
- Provide group summary descriptive and/or historical data as needed.
- Assist with training and professional development to District staff, principals and teachers regarding:
 - 1) Access to formative and summative assessment data to evaluate students' learning performance and progress,
 - 2) The use of multiple data sources to identify trends and patterns in student performance and inform student instruction,
 - 3) The use of multiple data sources to evaluate the effectiveness of instructional strategies and interventions,
- Assist Teaching & Learning in fulfilling requests from the Board of Education by collecting data, preparing reports and distributing information.
- Provide technical assistance regarding the analysis of grants, programs and other requested research as approved by the Director of Evaluation, Research & Accountability.
- Conduct all data analysis requests by the Teaching & Learning Department, other District departments and District schools as approved by the Director of Evaluation, Research, and Accountability.

- Assist with both qualitative and quantitative analysis of District survey data and automate reporting to survey stakeholders.
- Work cooperatively with the Information Systems Department in maintaining and accessing accurate assessment and research data and maintaining secure databases.
- Develop and maintain technical and project documentation, including business rules for data cleaning as well as data visualization and reporting.
- Oversee and maintain the Evaluation, Research & Accountability website.
- Requires travel using own transportation to school, District and other sites.
- Maintain professional competence through in-service education activities required by the District and State, as well as self-selected professional growth activities.
- Represent the District in a professional, ethical and positive manner.
- Follow District procurement guidelines with administrative approval.
- Create and maintain a clean and organized environment.
- Is responsible for understanding and adhering to all District policies and complete the annual crucial policy review.
- Maintain records and required information in a secure location. Maintain confidentiality of all student information.
- This position requires punctual and regular daily attendance at assigned work location.

NON-ESSENTIAL FUNCTIONS

- Other duties as assigned.

- This description should not be construed to contain every function/responsibility that may be required to be performed by an incumbent assigned to this position.
- Incumbent is required to perform other related functions as assigned. Other related functions can be performed for no more than 20% of an employee's normal workweek (i.e. eight (8) hours per week, or thirty-two (32) hours per month).

QUALIFICATION REQUIREMENTS

- Incumbent must be fingerprinted and clear a criminal background check.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the education, knowledge and experience requirements; the machine, tools and equipment used; and any licenses or certifications required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.

Minimum Job Qualifications:

- Requires a Master's degree in Information Systems, Information and Data Science, Applied Data Science or a related field PLUS three (3) years successful work experience in data science, computer science or an equivalent combination of education and experience.
- Three (3) years successful work experience with design, implementation, quantitative measurement, statistical analyses, evaluation, educational projects and/or educational programs is preferred.
- Three (3) years successful work experience in education is preferred.
- Must be self-motivated and proactive in completing tasks with minimal direction.
- Must be able to provide own transportation, as position requires travel from school to school on a daily basis.
- Substantial knowledge regarding the use of computer systems to include all of the following software programs:
 - Microsoft Access, Excel, PowerPoint and Word (*or similar software*) to organize, display, present, and report data.
 - Tableau data visualization software
 - Data and statistical analysis software such as R, Python, Stata, SPSS, Mplus, etc.

- Demonstrated communication skills in presenting statistical data and analyses, and evaluation results in a clear and understandable manner.
- Demonstrated organization and prioritization skills in the completion of data analysis, project evaluation, and other assigned tasks.
- Demonstrated positive interpersonal skills with supervisors, colleagues, and subordinates.
- Demonstrated ability to work effectively and cooperatively with individuals and groups at all levels of District employment including administrative, certificated, and classified personnel.
- Demonstrated ability to provide meaningful training to others regarding statistical and evaluative procedures.

NOTE: The Administration reserves the right to require specific training for this position. However, depending upon the type and quality of prior work experience and availability of formal training programs, some exchanges can be made between training and experience.

Machines, Tools & Equipment Used:

- Standard office equipment, i.e., computer, phone, fax, copier.

Physical Requirements – Not limited to the following:

- The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds.
- While performing the duties of this job, the employee is regularly required to speak, see and/or hear to communicate. The employee is frequently required to sit; occasionally reach with hands and arms and fingers to type or grab; occasionally stoop, kneel, or crouch.

- Occasional (0-33%) Frequent (34-66%) Constant (66-100%)
- Physical ability to perform the essential functions listed above with or without reasonable accommodation.
- Possess the physical, mental and emotional stability to work under stressful condition, including but not limited to: deadlines, contract requirements, inspection requirements and interaction with critical personnel.

NOTE: *This list of essential and marginal functions and of physical requirements is not exhaustive and may be supplemented in accordance with the requirements of the job.*