



Job Title: Design Lab Data Analyst

Department: Design and Innovation Office
Reports To: Director of High School Design
Grade: BG-7
Number of Days: 12 months
Overtime Status: Exempt
Last Revised Date: April 19, 2019

Mission and Vision: Tulsa Public Schools is the destination for extraordinary educators who work with our community and families to ignite the joy of learning and prepare every student for the greatest success in college, careers, and life. Our mission is to inspire and prepare every student to love learning, achieve ambitious goals, and make positive contributions to our world.

Core Values: Our core values guide how we work and interact with each other at every level of the organization. We embrace and embody these values every day.

- **Equity:** All children deserve the opportunity to develop their full academic and social potential. Our diversity is a community treasure, and we must foster an inclusive environment by examining biases and resolving unfair practices.
- **Character:** We are honest, trustworthy, and have high standards of behavior. We do the right thing even when it is hard. While we do not always agree, we treat one another with kindness and respect.
- **Excellence:** We work hard together and expect a lot of one another because high standards produce exemplary knowledge, skills, abilities, and mindsets.
- **Team:** We care for one another, support the personal and professional development of one another, and work together to improve our community.
- **Joy:** Joy at school and at work makes us more productive because when we create, innovate, and imagine, our motivation grows. We want to ensure that everyone knows the excitement that comes from working deeply on a problem, task, or concept and experiencing breakthrough moments.

Position Summary: The Design Lab Data Analyst will support data collection, analysis, visualization, and presentation for school sites being served by the Design Lab.

Minimum Qualifications:

- Bachelor's degree required; preference for degrees in technical or scientific field and/or master's degrees
- Three (3) years' full-time work experience
- At least one (1) year in a data-related role

Responsibilities and Essential Functions: The following duties are representative of performance expectations.

- Lead the Design Lab's implementation of a comprehensive data strategy, including planning the cycles of collection, processing, analysis, and presentation of data
- Collect data through primary research, including the use of ethnographic research methods such as conducting empathy interviews, focus groups, and shadowing
- Analyze data and generate novel insights using quantitative and qualitative methods, such as coding, identifying themes, and measuring connections
- Visualize data and insights in dynamic dashboards created through tools such as Google Data Studio
- Document and present insights that are grounded in data to district leaders, school personnel, and funders on a monthly, quarterly, and annual basis
- Perform other tasks, duties, or services consistent with this position as assigned

Skills and Abilities Required: The following characteristics and physical skills are important for the successful performance of assigned duties.

- Proficiency in spreadsheet applications such as MS Excel and Google Sheets is required
- Proficiency in presentation tools such as MS PowerPoint and Google Slides is required
- Ability to communicate research findings to a wide array of audiences
- Ability to create simple, clear, accurate, and actionable visualized data for use by school-based teams
- Ability to work well in a fast paced and collaborative environment
- Strong planning and organizational skills
- Ability to prioritize and manage multiple tasks simultaneously.
- Ability to maintain oversight of delegated projects, follow-up, coordinate with external services, set and manage deadlines and 'manage up' to obtain information and approval

Working Conditions: Exposure to the following situations may range from rare to frequent based on circumstances and factors that may not be predictable.

- The position will be based primarily in schools but will use the Design Lab as a home base. The Design Lab is a creative, open-space environment. Flexible furniture, whiteboards, maps, charts, and data walls provide space for design work. The environment is energetic, and there are often multiple conversations going on at the same time. All team members are expected to support a variety of lab-related projects and initiatives
- Hours are variable; the lab is staffed from before 8 a.m. to after 6 p.m. every day with some evening commitments and travel required.
- We approach work with a growth mindset, usually taking on challenges that have not yet been tried in Tulsa schools
- Ambiguity is a hallmark of our context and part of the day-to-day working environment.
- Regular office environment, including frequent use of electronic email, being able to sit for long periods of time without a break, etc.
- Must be mobile in order to attend events and meetings outside of regular work hours
- Normal effort of occasional periods of light physical activity

Tulsa Public Schools is committed to building a diverse and inclusive team of individuals who contribute to the district's mission with their talents, skills, and energy. Tulsa Public Schools is an equal opportunity employer and does not discriminate on the basis of race, religion, color, national origin, sex, sexual orientation, gender expression, gender identity, pregnancy, disability, genetic information, veteran status, marital status, age, or any other classification protected by applicable law.

Tulsa Public Schools also provides reasonable accommodations to qualified applicants and employees with disabilities. If you need an accommodation during the application process, please contact the district's talent management department at 918-746-6310 or the district's human rights and title IX coordinator at 918-746-6517. You can also direct your request for accommodation in writing to the Tulsa Public Schools Education Service Center, Attn: Talent Management, 3027 S. New Haven Ave., Tulsa, OK 74114-6131.