



T U L S A

PUBLIC SCHOOLS

**Job Title: Data Analyst – Growing Together**

**Department:** Associate Superintendent  
**Reports To:** Instructional Leadership Director, Growing Together  
**Grade:** BL-04  
**Number of Days:** 12 Months  
**Security Access:** ESC  
**Current Date:** March 5, 2013  
**Overtime Status:** Exempt

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**Job Objectives:** Support the Growing Together Initiative efforts with data collection, analytical competency, database management, and research development.

**Minimum Qualifications:**

- **Education:** Bachelor's degree in mathematics statistics or related field.
- **Experience:** Strong analytical background and information technology, and experience with performance evaluations preferred.

**Responsibilities and Essential Functions:** The following duties are representative of performance expectations. A reasonable accommodation may be made to enable a qualified individual with a disability to perform essential functions.

- Analyze school performance data related to the Growing Together initiative outcomes and stated objectives.
- Conduct research and write briefs and reports for a range of audiences.
- Compute and analyze data, using statistical formulas and computers or calculators.
- Enter data into computers for use in analyses or reports.
- Compile reports, charts, or graphs that describe and interpret findings of analyses.
- Discuss data presentation requirements with internal and external stakeholders.
- File data and related information and maintain and update databases.
- Select statistical tests for analyzing data.
- Organize paperwork, such as survey forms or reports, for distribution or analysis.
- Other duties as assigned.
- Identify problematic areas and conduct research to determine the best course of action to correct the data.
  - Analyze and problem solve issues with current and planned systems as they relate to the integration and management of patient data (for example, review for accuracy in record merge, unmerge processes).

- Analyze reports of data duplicates or other errors to provide ongoing appropriate inter-departmental communication and monthly or daily data reports (for example, related to the EMPI).
- Monitor for timely and accurate completion of select data elements (for example, verbal physician orders) □
- Identify, analyze, and interpret trends or patterns in complex data sets.
- Monitor data dictionary statistics.
- Serve as an active participant of the Growing Together data team and work closely with the data specialist from community grantee, Community Action Project.
- Assist in the development of a longitudinal data system for purposes of tracking outcome data related to the Growing together initiative.
- Data Capture
  - In collaboration with others, develop and maintain databases and data systems necessary for projects and department functions.
  - Acquire and abstract primary or secondary data from existing internal or external data sources.
  - In collaboration with others, develop and implement data collection systems and other strategies that optimize statistical efficiency and data quality.
  - Perform data entry, either manually or using scanning technology, when needed or required.
- Data Reporting
  - In collaboration with others, interpret data and develop recommendations based on findings.
  - Develop graphs, reports, and presentations of project results.
  - Perform basic statistical analyses for projects and reports.
  - Create and present quality dashboards.
  - Generate routine and ad hoc reports.

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

- Proficient in Microsoft Office Excel, Access and Word.
- Experience with FileMaker Pro, Powerschool, PeopleSoft, SQL, SPSS, or other enterprise level statistical software.
- Strong organizational and interpersonal skills.
- Ability to prioritize and delegate as necessary.
- Dependability, tact and strength in multi-tasking, problem solving and critical analysis.

**Supervisory Responsibility:** Does not directly supervise any individuals.

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

- Be able to sit for long periods of time.
- Coordinate meetings in-person or via conference call.
- Frequent use of electronic mail.

- Accidents improbable outside of minor injuries, such as cuts, scrapes, or bruises.
- No exposure to chemical or health hazards.
- Primarily require working indoors in environmentally controlled conditions.
- Normal effort or occasional periods of light physical activity.

Tulsa Public Schools is an equal opportunity employer offering employment without regard to race, color, religion, gender, national origin, age, sexual orientation, or disability. This job description summary does not imply that these are the only duties to be performed. This job description is subject to change in response to funding variables, emerging technologies, improved operating procedures, productivity factors, and unforeseen events.