



**Job Title:** Associate Data Strategist

**Department:** Data Strategy and Analytics

**Reports To:** Chief Analytics Officer

**Grade:** CA-17

**Number of Days:** 12 Months

**Security Access:** Education Service Center

**Overtime Status:** Non-Exempt

**Last Revised Date:** November 21, 2016

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**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 associate data strategist will support in the collection, analysis and reporting of district data. Working in a highly collaborative and flexible team, the associate data strategist will have the opportunity serve as a leader on project while supporting and contributing to other projects. The focus area of data related work will vary by project.

**Minimum Qualifications:**

- Experience working with large datasets
- Bachelor's degree (in area of mathematics, statistics, economics or related field)

**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.

- Support in the implementation of the district's data strategy
- Support and direct the district in the management of data and information
- Analysis of critical data
- Develop and apply data tools in a strategic and intentional way
- Display ability to work collaboratively with others on a team
- 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 Excel
- Developing skill/willingness to learn Stata, R, Python or some other statistical programming language
- Ability to communicate research findings to a wide array of audiences
- Excellent writing skills for audiences with varying knowledge of statistics and quantitative research
- Ability to work well in a fast paced and collaborative environment

**Supervisory Responsibility:**

- This role 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.

- Standard office environment
- Subject to stress caused by changing environment, complexity of the organization's tight deadlines and heavy workload

*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.*