



Job Title: Data Strategist

Department: Data Strategy and Analytics

Reports To: Chief Analytics Officer

Grade: BG-07

Number of Days: 12 Months

Security Access: Education Service Center

Overtime Status: Exempt

Last Revised Date: April 14, 2016

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 data strategist will work in a highly collaborative and cross-functional setting. The primary aim of the data strategist will be to lead and support in moving the district towards using data as a strategic asset across school sites and within the central office. The role will be project based with the focus area shifting from project to project.

Minimum Qualifications:

- Bachelor's degree in the area of economics, statistics, or some other quantitative field

- Two years full time work experience in the education or quantitative science field
- Experience working in a fast paced collaborative team structure

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

- 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

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

- Proficiency in excel
- Proficiency in 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: None

Working Conditions: Exposure to the following situations may range from rare 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.

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