

Job Title: DATA FELLOW
Reports to: Chief Academic Officer
Dept./School: District
Wages/Hour Status: Exempt
Date Revised: November 27, 2023

Primary Purpose

The primary purpose of the Data Fellow position is to directly support in the development of the district's Resilient Schools Support Program (RSSP) recovery and learning acceleration strategic plan and to work towards the vision and goals set in the plan. The role of the Data Fellow aligns with goals to build district data systems, structures, and protocols that will be utilized and sustainable for long-term district use.

QUALIFICATIONS

Education / Certification

Master's degree

Three to five years of successful relevant experience

Experience and knowledge of Google Suites, Tableau, Power BI, DMAC, preferred

Experience with State and Federal Accountability System with an understanding of the impact measures of Growth vs. Mastery, preferred

Special Knowledge / Skills

Possess strong organization and administrative skills. Be skilled in Internet use.

Strong understanding of data analysis and dash boarding

Willingness to learn the Power BI software program to be used for district reports

Ability to effectively plan, develop, implement, coordinate, and provide technical assistance to all stakeholders working on improving student outcomes

Ability to keep a variety of activities on track

Ability to communicate effectively and work cooperatively with a diverse target audience

MAJOR RESPONSIBILITIES AND DUTIES

General Duties

1. Participate in Weekly/Bi-Weekly meetings with the RSSP Lead, team and technical assistance provider.
2. Participate in Bi-Weekly/Monthly Data Fellow Professional Learning Committees sessions organized by the Texas Education Agency (TEA) RSSP lead.
3. Hold monthly check-ins with TEA's RSSP Team.
4. Participate in Data Fellow Collaboration Groups.
5. Maintain High Level Data System Pulse Checks that are recorded and monitored.
6. Identify strengths and areas for improvement needed to determine best solutions for student improvement.
7. Understand the district's data culture and provide any support needed for improvement.
8. Build, maintain and report out data information to campus principals, department administrators, or other stakeholders, as needed.
9. Create data systems and resources when gaps or areas of improvement are identified.

10. Analyze and create visualizations of the data.
11. Responsible for year-long and improvement cycle metrics and data collection plan.
12. Supports year-long and cycle goals, metrics, and ongoing data collection.
13. Continuously works on the dashboard reports for progress monitoring reporting, i.e.: quarterly reports.
14. Ensure all data points are interpreted; such as, attendance, discipline, PEIMS, and student achievement, in an effort to build more holistic views of trends and patterns.
15. Organize, manipulate, and summarize data in various formats.
16. Transfers and transforms data from different platforms into useable contexts.
17. Produces clear, clean charts, graphs or other data representations in a consistent and reliable manner.
18. Performs quantitative and qualitative analysis for the district and synthesizes insights from these analysis.
19. Provides timely analysis to support data-driven decisions for complex projects.
20. Produces data analysis for root causes and action planning.
21. Communicates and summarizes results of all data analysis in written, oral, or visual form, as needed.
22. Utilize data and findings to identify coherence, overlaps, and gaps between district programs, to guide district decision making.

Policy, Reports and Law

16. Adhere to and implement the policies established by federal and state law, State Board of Education rule and Board policy in curriculum and state initiatives.

Professional Growth and Development

17. Performs duties in a professional, ethical and responsible manner as defined in District policy and in the Texas Code of Ethics for Educators.

Other

18. Perform other duties assigned or needed.
19. Maintain confidentiality of information at all times.

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Approved by: _____ **Date:** _____

Reviewed by: _____ **Date:** _____