



**Board of Education of the City of St. Louis**  
**CAREER OPPORTUNITY**

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<b>Position Title:</b>	Research Analyst – Office of Accountability
<b>Payroll/Personnel Type:</b>	12 Month
<b>Job #:</b>	8385
<b>Reports to:</b>	Accountability Officer
<b>Shift Length:</b>	8 Hour Day
<b>Union Eligibility:</b>	Not Eligible

**Position Summary:**

Supports the Office of Accountability, creating data files and generating data for internal and external to improve school and student achievement.

**Essential Functions:**

- Monitor, interpret and analyze data in order to improve student performance
- Generate reports directly from systems, such as: SIS, SAP, CTB, and Voyager
- Systematize school performance data to support school improvement efforts by completing trend analysis and projections from summarized data
- Identify and support the use of school data systems to track, interpret, and analyze school specific contributory information (e.g.: parent, student, and staff school improvement surveys, student and staff attendance monitoring, student discipline referrals, and student and staff attendance
- Support key district-wide data collection/reporting activities, such as: Core Data, District and School Scorecards and for the district’s Missouri School Improvement Plan accreditation
- Serve as a liaison to other district central offices in the acquisition and interpretation of data for school and central administration purposes
- Facilitate the timely dissemination of performance, statistical, and trend data to schools and central offices
- Work closely with the Chief Academic Office and Offices of Technology, and Research and Evaluation, to ensure critical data projects are prioritized and implemented at both the school and central level to facilitate school/district improvement
- Facilitate School Intervention/Performance Team (SPT) members in the SPT process including data analysis and classroom visitations
- Provide school level support for using data to revise Federal Title I Plans, School-wide Plans, and District School Improvement Plans and NCLB Compliance reports
- Prepare and format reports/presentations in audience-ready profiles for identified audiences/purposes at under the auspices of the Accountability Office
- Support the development of school-based data utilization training for school administrators and teaching staff

**Knowledge, Skills, and Abilities:**

- Knowledge and experience with client server computer environment, Oracle database management system

**Experience:**

- Professional experience using large scale data systems, including SPSS and or SAS; knowledge of SQL
- Professional experience in large scale assessment analysis and in using education related technology systems
- Student Information Systems and Budgeting/Purchasing Systems (Preferred)



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**Education:**

- Bachelor’s Degree in education, technology or related field (required)

**Physical Requirements:**

- Must be physically able to operate a motor vehicle
- Must be able to exert up to 10 pounds of force occasionally, and/or a negligible amount of force constantly to lift, carry, push, and pull or otherwise move objects, including the human body
- Light work usually requires walking or standing to a significant degree

**Working Conditions and Environment:**

- Work is routinely performed in a typical interior/office environment
- Very limited or no exposure to physical risk

**Disclaimer:**

**The information contained in this job description is for compliance with the Americans with Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.**

**Review/Approvals:**

Employee	Date	Immediate Supervisor	Date
Human Resources	Date		

***In connection with hiring for this position the district shall not discriminate against any employee or applicant for employment because of race, religion, color, sex, sexual orientation, age, disability, veteran status or national origin.***



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