

SW Regional Education Cooperative

Community Schools Data Analyst

Position: Community Schools Data Analyst

Supervisor: SWREC Project Administrator

Terms of Employment:

- **230 Day Contract for the 21.22 SY**
- **Salary Based on Experience**
- **Virtual Work**

Educational Requirements:

Bachelor's degree in Education, Public Administration, Business Administration, or related field and five years (5) experience as a teacher, and/or program administrator or related experience.

Experience in statistics or as a statistician preferred.

Purpose:

- The Community Schools Data Analyst provides high-level technical support to the Community Schools Program at the New Mexico Public Education Department in collecting, extracting, validating, and preparing student and school performance data. This position performs program evaluation by measuring the impact of the community school strategy from output and outcome measures at the system and local levels and prepares reports. This position must ensure that all requirements of state (including rules) and federal statutes met.

Essential Duties and Responsibilities:

- Conducts the research, data analysis, and statistical reporting functions for the NM PED Community Schools Program. Designs and implements advanced statistical models to evaluate effectiveness of the community school strategy; design and implementation of statistical graphs and tables; documents strategies, procedures, programming files, and data files to explain procedures; designs training and technical assistance for schools, NM PED leadership, and education stakeholders on data collection and reporting procedures, and output and outcome measures. (40%)
- Develops and improves the quality of the community schools performance management system to ensure integrity of data and accountability determinations, including methods of quality control. Determines and implements strategies and protocols to collect and analyze measures at the student, school, district, and state performance levels in multiple subject areas including, but not limited to, graduation rates, suspension rates, and attendance rates. (20%)
- Develops a performance measurement and accountability system to ensure that schools are successful in implementing the community school strategy, in increasing attendance and graduation population results and in decreasing suspension rates. Implements scientifically valid and reliable methods to evaluate the impact of the community school strategy in students, families, and communities, including sub-populations such as at-risk students. Designs and implements other program evaluations of policy on student and school performance. Designs research and monitoring tools to evaluate school, district, and state performance using equitable, valid, and reliable methods. (25%)
- Responds to special requests from PED leadership, legislators, and stakeholders; develop questionnaires and interview/focus group protocols to collect data for educational research. (15%)

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- This position will make decisions regarding the implementation of the State's accountability system and regarding the collection, analysis, and reporting of data that affects the integrity of the system and impacts statewide planning and allocation of education resources to address gaps in student achievement.
- A challenging workload combined with balancing the requirement of coordinating resources for projects with tight timelines in an environment of rapidly shifting priorities and a demanding workload for all staff of the Community Schools and Extended Learning Bureau.

Additional Duties and Responsibilities:

1. Be a Self-starter with the ability to plan workday/week independently in an organized fashion.
2. Have a good working relationship with various stakeholders.
3. Ensure a return on investment.
4. Process improvement on data collection and analysis. Possess excellent management skills with experience in managing and supervising administrative projects.
5. Possess excellent organizational skills.
6. Strong command over written and verbal communication.
7. Ability to prioritize work, meet deadlines, and produce quality results on time with attention to detail.
8. Proficient in using computers with related knowledge of software programs and internet protocols.
9. Communicate professionally, respectfully, and accurately with the general public, school staff and administrators, and other State Agency representatives, and others in the region.

Equipment/Material Handled:

Extensive use of computers, laptop or desktop. Knowledge of navigation through the internet and search engines. Use of Office Suite software knowledge, Word, Excel and Outlook email applications. Organization of filing systems, both digital and physical.

Work Environment:

Must be able to work within various degrees of noise, temperature, and air quality. Flexibility and patience are required. Must be self-motivated and able to complete job assignments without direct supervision. After hours work may be required. Must be able to work under stressful conditions. Be up to date on any and all health and safety requirements put out by the CDC and adhere to state and local directives.

SWREC 10 does not discriminate on the basis of race, color, national origin, religion, age, marital status or handicap/disability in employment practices or the provision of services.