

Job Description

Job Title: Supervisor of Academic Planning & Data Analysis

Supervisor: Director of Equity Assessment and Strategic Operations

Job Classification: Exempt

Pay Grade: 44

Contract Length: 245 Days

Job Summary

Position will perform quality assurance functions in support of school and division academic progress while closing the disparity gap. Prepare presentations, provide leadership and assistance to schools in planning, designing, and improving the instructional program through data analysis. Position is responsible for providing data support services to the School Board, central office staff, school administrators, and teachers.

Essential Duties

1. Support division data-informed decision making, analyzing data to provide insights to improve student achievement.
2. Collaborate with schools and central office to plan, collect, visualize, analyze, interpret, and communicate academic data to a wide variety of stakeholders throughout the school division to determine whether students are responding effectively to school improvement initiatives.
3. Use a variety of tools and techniques to compile, interpret and visually represent academic data in an accurate and timely manner for a variety of audiences including the School Board, Senior Staff, and leadership teams.
4. Plan, organize, and conduct professional development for central office staff, building administrators, and teachers regarding effective use of data to inform school improvement practices.
5. Collaborate with Federal Programs and School Leadership staff to assist in the development and implementation of continuous school improvement plans.
6. Collaborate with division database developers, stakeholder groups, and vendors in the design of analytic dashboards and queries to support school reporting.
7. Collect, visualize, interpret, and report on division-wide benchmark and diagnostic assessment data.
8. Collaborate with other departments on matters of program evaluation, assessment and academic progress.
9. Manages program evaluations within the school division.
10. Monitor state and federal educational policies relating to research and evaluation.
11. Track and analyze current trends in academic performance against division strategic plan goals and reports the potential impact on the school division.
12. Serves as Chair of the research authorization
13. Approves and monitors research projects conducted within the school system.
14. Models nondiscriminatory practices in all activities.

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

Other Duties

1. Performs any other related duties as assigned by the Director of Equity Assessment and Strategic Operations or other appropriate administrators.

Job Specifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodation may be made to enable individuals with disabilities, who are otherwise qualified, to perform the essential functions.

Minimum Qualifications (Knowledge, Skills and/or Abilities Required)

Must possess a Master's degree in education or related field with emphasis on Research, Assessment and Evaluation.

Public education (PreK-12) experience required. Must possess expertise with Excel and knowledge of visualization tools. Must possess the ability to work quickly and effectively under tight deadlines. Thorough knowledge of the principles, practices, and procedures of data collection, complex analysis and data visualization; ability to develop and present ideas effectively, orally and in written form; ability to establish and maintain effective working relationships with school administrators, the School Board, and general public.

Working Conditions & Physical Requirements

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform essential functions. Must have the ability to sit and stand for extended periods of time; exhibit manual dexterity to dial a telephone, to enter data into a computer terminal/typewriter, and to perform; see and read a computer screen and printed material with or without vision aids; hear and understand speech at normal classroom levels, outdoors and on the telephone; speak in audible tones so that others may understand clearly in normal classrooms, outdoors and on the telephone; physical agility to lift up to 25 pounds to shoulder height; to bend, to stoop, to sit on the floor, to climb stairs, to walk and to reach overhead.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Duties are normally performed in an office environment.

Supervision Exercised: Assigned Staff

Supervision Received: Director of Equity Assessment and Strategic Operations

This job description in no way states or implies that these are the only duties to be performed by this employee. The Supervisor of Academic Planning & Data Analysis will be required to follow any other instructions and to perform any other related duties as assigned by the Director of Equity Assessment and Strategic Operations or appropriate administrator. Newport News Public Schools reserves the right to update, revise or change this job description and related duties at any time.

Approvals:

Supervisor

Date

I acknowledge that I have received and read this job description.

Employee Name (Print)

Signature

Date

Revised 10/2021 CR