

## SALEM-KEIZER PUBLIC SCHOOLS JOB DESCRIPTION

<b>2/11</b>	<b>PROJECT DATA ANALYST</b>	<b>1.7.47</b>
Effective Date	Job Title	Index

1. Primary Function: Gather relevant research literature with regard to increasing retention for students who are at risk for failing to complete high school. Identify students at risk for failing to complete high school. Develop actuarial instruments designed to identify students at risk for failing to complete high school. Analyze the data from instruments for the purpose of discriminating between high, medium and low risk dropouts. Develop empirically validated interventions designed to target students and increase retention as a function of their risk level for failing to complete high school. Provide training to staff at all levels regarding interventions designed to increase student retention. Develop preventive measures and interventions designed to increase student retention. Prepare research findings for publication. Publish and present study findings and intervention strategies for use by others.
  
2. Responsible to: Project Coordinator
  
3. Assigned Responsibilities:
  - 3.1 Gather relevant literature and data
    - 3.1a Collect empirical literature specific to identifying students who fail to complete high school.
    - 3.1b Summarize empirical literature for publication and presentation.
    - 3.1b Examine variables currently collected in the data warehouse for the purpose of identifying the variables most relevant to predicting student failure to complete high school.
  
  - 3.2 Develop actuarial instrument
    - 3.2a Identify the empirically based variables most predictive of failure to complete high school.
    - 3.2b Lead a team designed to translate those variables into easily quantifiable data collection questions.
    - 3.2c Work closely with Technology to develop an online tool that can be integrated into the data warehouse system.
    - 3.2d Refine instrument on the basis of analytic findings.
  
  - 3.3 Organize and analyze data (ongoing)
    - 3.3a Transfer and organize data into a statistical analysis spreadsheet.
    - 3.3b Develop analysis strategy (multivariate analysis, discriminative analysis, factor analysis)
    - 3.3c Analyze data and report findings.
  
  - 3.4 Develop specialized intervention programs based upon research findings designed to improve student retention.
    - 3.4a Participate with other staff in examining findings and developing relevant intervention strategies based upon the data.
    - 3.4b Train staff with regard to intervention strategies.
    - 3.4c Develop data collection tools to assess the efficacy of said strategies.
    - 3.4d Develop and field test promising practices
  
  - 3.5 Prepare findings for publication and presentation.
    - 3.5a Write up findings for publication and submit research and intervention strategies to peer reviewed publications.

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- 3.5b Develop presentation materials and submit the research and intervention strategies to national conferences.
- 3.6 Follows specified standards, policies, and procedures of the building and District.
- 3.7 Other project duties as assigned
- 4. Minimum Qualifications:
  - 4.1 Certification/Licensure
    - 4.1a Valid license in Teaching, Psychology, Speech Language Pathology, Social Work or other related fields
    - 4.1.b Graduate level work in statistical and research methodology
    - 4.1c Research writing skills
  - 4.2 Demonstrated ability to/knowledge of:
    - 4.2.a Use interpersonal skills to consult with teachers, coordinators, counselors, parents, community members, and community agencies personnel.
    - 4.2.b Understand and implement behavioral research methods and statistical analysis at a sophisticated level.
    - 4.2.c Participate effectively with District and building staff in developing District and building intervention programs.
    - 4.2.d Train staff in procedures that are related intervention strategies.
    - 4.2.e Provide direct intervention services.
    - 4.2.f Evaluate his or her own and program's effectiveness
    - 4.2.g Produce empirical literature.
    - 4.2.h Organize and present research findings.
    - 4.2.i Develop intervention strategies.
    - 4.2.j Conduct program evaluation.

Note: Doctoral studies work may substitute for experience and/or licensed teaching or work in schools.

5. Salary Level: Based on degree and experience.

6. Evaluation: Performance of this job will be evaluated in accordance with provisions of the School Board's policy on Evaluation of Licensed Personnel.

Approved by: \_\_\_\_\_  
(supervisor)

Date \_\_\_\_\_

Received by: \_\_\_\_\_  
(staff member)

Date \_\_\_\_\_