

**Killeen Independent School District  
Job Description**

**Job Title:** Data Analytics and Innovation Specialist

**Reports To:** Assistant Superintendent for Learning Services

**FLSA Status:** Exempt

**SUMMARY:** Plans and coordinates research, analysis, and reporting of data and other critical information in order to provide high quality, well-focused support for the highest academic achievement priorities set by the district for the campuses. Supports activities of the office of the Assistant Superintendent by performing assigned duties.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following:

Oversees and provides support to campus and district leadership in the implementation and monitoring of the Teacher Incentive Allotment program.

Oversees the development and implementation of special projects.

Compiles data and creates teacher scorecards for the Teacher Incentive Allotment program.

Provides administrative support to the Assistant Superintendent.

Develops manuals and materials for department and district.

Prepares documents, summaries, and reports as requested.

Performs a variety of research functions.

Assists campuses in analyzing assessment data to target instruction and implement program improvements.

Facilitates data analysis and reporting for the TEA's HB3 goals and the Teacher Incentive Allotment program.

Assists principals, coaches, and classroom teachers in learning how to analyze and interpret assessment/evaluation data and then how to use that information to adjust their professional practices.

Facilitates analysis of complex research data, and the design and implementation of quantitative and qualitative research.

Develops responses and monitors compliance to corrective action plans.

Serves as a liaison between campus leadership and district departments to support campus operations.

Works in collaboration with campus and district leadership to ensure staff has received required annual training.

Works with various departments, campus leadership, and district leadership to ensure compliance with state and federal guidelines.

Prepares internal and external correspondence and informational materials for multimedia presentations.

Performs other duties, as assigned.

### **SUPERVISORY RESPONSIBILITIES**

This job has no supervisory responsibilities.

### **QUALIFICATIONS**

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.

### **OTHER QUALIFICATIONS**

Ability to use databases, spreadsheets, word processing, and presentation software. Must have the technical skills as related to research and planning needs.

### **EDUCATION and/or EXPERIENCE**

Master's degree in Business or Education and three (3) years of campus experience as an educator, and three years of experience in managing, analyzing, and reporting data to inform decision making.

### **LANGUAGE SKILLS**

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information to members of the board of trustees, administrators, principals, staff, students, and general public.

### **MATHEMATICAL SKILLS**

Ability to work with mathematical concepts such as probability and statistical inference. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

### **REASONING ABILITY**

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

### **PHYSICAL DEMANDS**

While performing the duties of this job, the employee is frequently required to stand, kneel, squat, bend, stoop, push, pull, and twist. The employee must occasionally lift or carry (less than 15 pounds). Specific vision abilities required by this job include close vision, distance vision,

color vision, peripheral vision, depth perception, and ability to adjust focus. Requires considerable close up work with computer video displays.

### **WORK ENVIRONMENT**

While performing the duties of this job, the employee is occasionally exposed to wet and/or humid conditions, moving mechanical parts, outside weather conditions, extreme cold, and extreme heat. The noise level in the work environment is usually moderate. Frequent district-wide travel to multiple campuses as assigned. Individual is expected to spend time in all school environments on at least limited bases and have some interaction with students of all ages. Work schedule extends to evening and weekends, frequently.