



POSITION DESCRIPTION

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| JOB TITLE: Performance Analyst | |
| Job Class: | |
| DATE | Office of Innovation Research |
| BARGAINING UNIT: | FLSA STATUS: <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Non exempt |
| Pay Schedule: Pay Range: | Management Approval: |
| POSITION SUMMARY and PURPOSE: Assists in planning, coordinating and analyzing research projects to ensure maximum benefit to the district, with a focus on research projects specific to the Innovation Office. Provides support to school and regional staff on data interpretation, analysis and use. | |

ESSENTIAL FUNCTIONS: Indicate the approximate percentage of time devoted to each major task or group of related tasks. Summarize position in no more than 15 tasks, each of which requires at least 5% of incumbent's time.

- NOTE:** An essential function must meet the following criteria:
- 1) The reason the position exists is to perform that function,
 - 2) No other employee is available to perform that function,
 - 3) The function is highly specialized, and
 - 4) Removing the function would fundamentally alter the job.

1. Assists in planning, coordinating and analyzing research projects to ensure maximum benefit to the district, with a focus on research projects specific to the Innovation Office.
2. Provides support to school and regional staff on data interpretation, analysis and use.
3. Analyzes and interprets research and evaluation projects to guide program creation and implementation.
4. Plans, implements and analyzes results from annual district-wide surveys.
5. Plans and provides professional development on a variety of topics to various audiences.
6. Actively supports the MPS Strategic Plan.
7. Performs other duties as assigned.

SUPERVISION RECEIVED: (Indicate the extent to which work assignments and methods are outlined, reviewed, and approved by others.)

General supervision provided by the Director, Research and Innovation.

SUPERVISION EXERCISED: (List the number and titles of personnel directly supervised. Specify the kind and extent of supervision exercised by indicating one or more of the following: (a) assign duties; (b) outline methods; (c) direct work in process; (d) review completed work; (e) sign or approve work; (f) make hiring recommendations; (g) prepare performance appraisal; (h) take or recommend disciplinary action.

N/A

JOB REQUIREMENTS: 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 ability required. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

Education Requirements (Include certificates, licenses, and/or registrations required.)

Master's degree in educational measurement, statistics, educational psychology, evaluation, or a related field preferred. An equivalent combination of education and experience will be considered for candidates with a bachelor's degree and considerable experience in database and statistical applications in an educational setting.

Experience Requirements

Three or more years of related experience in an educational, public sector or research setting.

Knowledge, Skills, and Abilities

Effective oral and written communication skills are essential. Organization and attention to detail are critical. The ability to work independently is necessary. Must be able to work with a diverse population. An understanding of the research standards in an educational facility are required. The ability to train others on the important policies and procedures. Ability to evaluate techniques and technology to ensure the most effective and efficient way to deliver data. Advance PC knowledge of MS Office software and District databases is essential.

WORKING ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

General office environment, possible travel to school sites.

Reasonable accommodations requested by qualified individuals with disabilities will be made in accordance with the Americans with Disabilities Act (ADA) of 1990.

PHYSICAL DEMANDS: 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 with or without reasonable accommodation.

General office environment, must be able to handle light lifting and occasional standing, bending.

THIS DESCRIPTION DOCUMENTS THE GENERAL NATURE AND LEVEL OF RESPONSIBILITY ASSOCIATED WITH THIS POSITION. IT IS NOT INTENDED TO BE A COMPREHENSIVE LIST OF ALL ACTIVITIES, DUTIES AND RESPONSIBILITIES REQUIRED OF INCUMBENTS. IT IS NOT INTENDED TO LIMIT OR MODIFY THE RIGHT OF ANY SUPERVISOR TO ASSIGN, DIRECT, AND MONITOR THE WORK OF EMPLOYEES UNDER SUPERVISION.