

Anoka Hennepin Independent School District #11
Job Description

Title: Research, Evaluation and Testing Analyst
Department: Research, Evaluation and Testing
Reports To: Director of Research, Evaluation and Testing
Prepared Date: September 14, 2006

SUMMARY OF RESPONSIBILITIES

Analyze district level student assessment data and prepare reports; analyze data and prepare reports for evaluation and research projects; communicate findings and participate in teaming with technology and curriculum staff; support the work of the building level Achievement Analysts.

DUTIES AND RESPONSIBILITIES

- Analyze district level student achievement data, interpret and prepare reports for various purposes and audiences. Tests to include but are not limited to MCA, BST, GRAD, MAP, AP, ACT, PSAT, PLAN, Kindergarten Assessments and Common Assessments.
- Provide technical assistance, mentoring and trend analysis for district assessment initiatives
- Analyze and prepare data as requested by the Director for evaluation or research projects
- Analyze data and report results using appropriate statistical methods using statistical packages (e.g. SPSS) and relational database software (e.g. ACCESS)
- Create reports that are accurate, effective and communicate concepts clearly
- Attend the Elementary, Middle School and High School Achievement Analyst meetings
- Support the work of the Achievement Analysts
- Train new Achievement Analysts
- Assist with collaboration among Achievement Analysts, Teaching and Learning Specialists and Coaches
- Collaborate with Information Systems on the continued development of the Analytic tool
- Create and test Analytic reports with new assessment data in a timely way for end user access
- Assist with query creation in the ODS (data warehouse)
- Attend and present information at principal meetings and procedural meetings as requested by the Director
- Collaborate with the Communications Department creating Key Messages as requested by the Director
- Attend state level meetings such as DAC, MAG or TAC at the request of the Director
- Other duties as assigned by Director of RET.

EDUCATION and/or EXPERIENCE

Requires Bachelor's degree, plus some experience in a school setting; work or degree in data analysis or statistics; if not degree, willingness to study formally. Masters degree desired.

Requires advanced skills in large-scale database management (e.g. using Excel, ACCESS)

Willingness to learn or comprehensive knowledge of large-scale testing programs.

Willingness to learn or ability to use appropriate psychometrical procedures to ensure that assessment instruments are valid, reliable and unbiased.

KNOWLEDGE, SKILLS & ABILITIES

Experience with standardized testing

High level comprehension of state required tests and district tests

Experience in formative and summative assessments

Understanding of data-driven decision making

Strong aptitude for computerized data processing and databases (Excel, SPSS and ACCESS)

Strong communication skills, both written and oral

People skills and a helping attitude that fosters collaboration among the Achievement Analysts and others

Ability to work flexibly and collaboratively.