

EDUCATIONAL SERVICE CENTER OF CENTRAL OHIO

JOB DESCRIPTION

DATA ANALYTICS and INSIGHT MANAGER

Minimum Qualifications:

- Bachelor's degree or work experience in mathematics, statistics, education, psychology, sociology, political science, business, or closely related field
- Meets all mandated health requirements (e.g., a negative tuberculosis test, etc.).
- Documentation of a clear criminal record in compliance with state statute.
- Complies with drug-free workplace rules and Board policies.
- Valid Ohio Driver's License
- Demonstrates proficient oral and written communication skills
- Proficient in spelling, proofreading, and the correct use of grammar.

Note: This assignment may require a valid driver's license and access/availability of reliable of a reliable vehicle. Employees must meet all prerequisite and ongoing qualifications to be covered by the service center's insurance carrier.

FLSA Classification: Exempt

Reports To: Executive Director, Center for Achievement

Job Objectives:

Lends expertise and knowledge to Center for Achievement and Leadership staff and Superintendent concerning data sources, collection, reporting, and analysis. Works to collect, analyze, and report data that impacts leadership, teaching and learning and assists staff in making fact and statistical-based decisions.

Responsibilities and Essential Functions:

"The following duties are representative of performance expectations; however, the list below is not ranked in order of importance."

- Upholds board policies and follows administrative guidelines and procedures.
- Promotes a favorable image of the service center. Supports community/school partnerships that enhance the service center's operational effectiveness.
- Respects personal privacy. Maintains the confidentiality of privileged information.
- Keeps current with program, policy, and procedure changes. Uses a computer to prepare and process information (e.g., input, compile, tabulate, post, store, retrieve, scan, modify, print, etc.).
- Builds, develops, and support data systems, dashboards, and performance metrics that guide key business decisions.

- Manages and optimizes processes for data collection, validation, analysis, and visualization.
- Provides support for internal and external data and research tasks as needed.
- Organizes and drives successful completion of data insight initiatives through effective management of internal data and collaboration with ESCCO staff.
- Oversees the design and delivery of internal reports and insights that analyze business functions, key operations, and performance metrics.
- Guides clients in using their own data for decision-making.
- Fosters culture of data and continuous improvement through training and supporting ESCCO staff.
- Accepts personal responsibility for decisions and conduct.
- Strive to develop rapport and serves as a positive role model for others.
- Perform other specific job-related duties as directed by the Superintendent or his/her designee.

“Job performance is evaluated according to the policy provisions adopted by the Governing Board of the Educational Service Center of Central Ohio.”

Conduct:

Each staff member shall remain free of any alcohol or non-prescribed controlled substance and abuse of any prescribed controlled substance in the workplace throughout his/her employment with the ESC.

Terms of Employment:

Each staff member shall serve as a role model for students in how to conduct themselves as citizens and as responsible, intelligent human beings. Each staff member has a legal responsibility to help instill in students the belief in and practice of ethical principles and democratic values.

It is the employee’s responsibility to maintain proper certification/licensure and to initiate the renewal process in sufficient time to receive the updated certificate/license prior to the expiration of the present certificate/license.

January 2020