

Handle multiple projects and deadlines simultaneously; provides user-friendly technical support. **E**

Communicate well with team members and clients, both orally and in writing. **E**

Train and supervise the performance of assigned staff; assign and review the work of staff. **E**

Lead and work with school improvement initiatives that close student achievement gaps between racial, ethnic, and economic groups by working with all of the diverse communities. **E**

Provide a positive climate of interaction and communication between school staffs, families, and the community. **E**

Perform related duties as assigned.

TRAINING, EDUCATION, AND EXPERIENCE:

Any combination equivalent to: _____ degree with a major in psychology, statistics, management, business administration, business management, public administration, public policy, or related liberal arts major; and three (3) years of experience analyzing program outcomes and using one or more of the following MS database analytical tools: Access and SQL Server. Education, public policy, or business intelligence experience preferred.

LICENSES AND OTHER REQUIREMENTS:

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Several computer information systems and software engineering techniques and protocols.
- Methodologies for managing technical change on a proactive basis.
- Project management theory, approaches, strategies, and techniques.
- Problem-solving techniques.

Establish and maintain effective working relationships with staff, partners, and the community.
Lead and work with school improvement initiatives that close student achievement gaps between racial, ethnic, and economic groups by working with all of the diverse communities.
Rapidly analyze situations accurately, adopt, and communicate an effective course of action.
Prepare comprehensive narrative and statistical reports.
Communicate effectively, both orally and in writing, to a variety of audiences.
Read, interpret, apply and explain standards, rules regulations, policies, and procedures.
Work independently with little direction.
Operate computer related software.
Meet State and District standards of professional conduct as outlined in the Board Policy.
Complete projects successfully with a minimum of direction and supervision.
Read, interpret, apply, and explain rules, regulations, policies, and procedures.
Prepare and deliver presentations.

WORKING CONDITIONS:**SAMPLE ENVIRONMENT:**

Office environment; drive a vehicle to conduct work.

SAMPLE PHYSICAL ABILITIES:

Hear and speak to make presentations, and exchange information in person and on the telephone; dexterity of hands and fingers to operate a computer keyboard; see to read and prepare documents and reports, and view a computer monitor; sit or stand for extended periods of time; bend at the waist, reach overhead, above the shoulders, and horizontally to retrieve and store files; lift moderate to heavy objects.

HEALTH BENEFITS:

health benefits with District-offered plans.

(Former Classification: Manager III, Programmer Analyst)