



Open Position Opportunity

- POSITION:** Strategic Data Analyst Consultant
Educator Talent
Position # 01137
- ANNUAL SALARY RANGE:** \$62,700 - \$79,900 plus benefits.
- APPLICATION PROCEDURE:** Please email a completed Colorado Department of Education (CDE) Employment Application, letter of interest, and resume to careers@cde.state.co.us with the Position# and Title in the subject line.
- To obtain a Colorado Department of Education Employment Application, visit our website at <http://www.cde.state.co.us/cdemgmt/HR/jobs.htm>
- All materials submitted should be current and specifically address the qualifications for this position.
Hard copies of application materials and application materials sent via mail or fax will not be accepted.
- CONDITIONS OF EMPLOYMENT:**
- All offers of employment are conditional on a successful background and references check.
 - Please be advised that CDE may choose to contact work references other than those listed on your application.
 - Office hours are 8:00 a.m. to 5:00 p.m., Monday through Friday. Flex-time may be approved depending upon suitability.
 - Position is Exempt from overtime and may require work outside of normal office
 - Selected applicant is an employee At-Will.
 - Direct deposit of paychecks is required.
 - Smoking is allowed only in designated areas outside the State Office Building or any other CDE office facility.
 - As required by the Immigration Reform and Control Act (IRCA), the selected applicant must verify, within 72 hours of employment, his/her legal right to be employed in the United States.

The Colorado Department of Education is committed to a policy of equal opportunity for all persons and does not discriminate on the basis of race, creed, color, gender, sexual orientation, national origin, age, religion, political affiliation, organizational membership, veteran's status, disability, or other non-job-related factors. This applies to all employment decisions. The following person has been designated to handle inquiries regarding the CDE's compliance with Title IX and Section 504: The Human Resources Director - Colorado Department of Education, 201 E. Colfax Ave. #201, Denver, CO 80203.

Broad Scope of Position:

The Strategic Data Analyst Consultant will support the Educator Talent Unit in collecting, managing, analyzing, and designing reports to facilitate meaningful use of data related to educators and educator preparation program effectiveness. This position includes working with internal and external stakeholders, including district/BOCES leaders, school leaders, educators, CDE team members, and members of the press. This position also works across the department in collaboration with various departments, but most frequently the Information Management Services and the offices of Educator Talent to include Educator Effectiveness, Educator Development, and Educator Talent Accountability.

Minimum Qualifications:

- Graduate degree in education research, statistics, or related field, or equivalent (2+) years of experience conducting statistical analyses.
- A minimum of three years professional experience with data collection, data cleaning, data analysis and/or data reporting as a primary responsibility.
- Advanced proficiency in at least one statistical program (e.g., SPSS, Stata, R).
- Proficiency with Microsoft Excel and PowerPoint.
- Experience with relational database systems.
- Experience with Tableau.
- Familiarity with data security requirements and FERPA regulations.
- Close attention to detail and focus on accuracy.
- Demonstrated ability to be a self-starter with a high desire for follow through
- Ability to be flexible in thinking
- Effective communication, collaboration, and interpersonal skills
- Demonstrated ability to communicate in a professional manner both orally and in writing
- Demonstrated strength in organization, communication skills and efficiency in meeting deadlines, including the ability to produce time-sensitive deliverables.
- Ability and willingness to travel.
- The ability to pass a background check.

Preferred Qualifications:

- Data experience in the Colorado K-12 and higher education systems.
- Experience with Cognos report development.
- Demonstrated knowledge of business-

Major Duties and Responsibilities:

- Collaboration:** Interface with the Information Management Services (IMS) team and other CDE units, to consult, collect, store, validate, and report data. Work closely with other members of the Educator Talent team in the ongoing development of evaluation systems as defined by SB 10-191, including the state model system rubric and the online support tools (COPMS), to facilitate educator growth and increase student academic achievement. Respond to data requests from project team members and CDE leadership in order to inform project decisions and midcourse corrections.
- Technical assistance and consultation:** Provide one-on-one technical assistance to district leaders, school leaders and educators to understand and use student assessment data in creating measures of student learning. Provide individual analysis in the development of educator effectiveness measures of student learning for districts, schools and individual educators. Lead conversations for districts, schools, educators and educator preparation programs to understand and use the educator preparation report and associated data.
- Communication:** Prepares user-friendly explanations about reported data and assists others in understanding how to use the data. Present and help district and school leaders and May present findings and data explanations to stakeholders including districts, CDE team members, and members of the press.
- Data Collection:** Partner with internal and external colleagues in the collection and warehousing of data pertinent to Educator Talent projects. This includes working with higher education data systems and several CDE data sources. It also includes providing guidance and support, as necessary, to educator preparation providers during the annual Designated Agency Data Collection. Additional requirements will include development and support of data collection tools (such as surveys, EDAC collections, etc.).
- Data Cleaning:** Identify and correct corrupt or inaccurate records; validate and ensure data integrity/accuracy. Validate data for public reporting on CDE's website. Work with other CDE units, educator preparation agencies, and school districts to address data issues.

intelligence concepts, tools, and strategies.

- Exceptional communication skills focusing on the ability to discuss data and analyses with non-data savvy audiences.

- F. **Data Analysis:** In collaboration with the Educator Talent team, review and interpret data from multiple sources; examples of data sources include Student Unit Record Data System (SURDS), Human Resource Snapshot, student assessment data (including the Colorado Growth Model), Teacher Student Data Link, and School and District Performance Frameworks. Design queries to export data from the warehouse. Compile statistics to identify trends, patterns, and gaps. Suggest conclusions that support data-informed decision making.
- G. **Data Reporting & Report Design:** Generate and maintain existing annual external reports (e.g., educator effectiveness metrics) that include statistics, graphs/charts, and summaries; assist in the design of new external reports (e.g., educator preparation programs) that leverage strategies toward dashboards and overall data-usability for end-users. Develop reports communicating data summaries and findings: non-technical reports that include descriptive statistics and comprehensible tables and graphs, and possibly statistical reports for a more technical audience. Present findings to the Educator Talent team, other CDE project teams, district, school leaders and individual educators as needed.
- H. **Data Management:** Create and manage data systems that support ongoing research and evaluation of the System.
- I. **Confidentiality:** Maintain the integrity and confidentiality of data and analyses.
- J. Perform other duties as assigned by the supervisor, director, or executive director.