



REVISED: Submitted:
07/01/2019 06/11/2019

JOB TITLE:	COORDINATOR PROGRAM ANALYSIS
DIVISION	ACCOUNTABILITY, RESEARCH, AND SYSTEMS IMPROVEMENT
SALARY SCHEDULE/GRADE:	II/GRADE 5
WORK YEAR:	260 DAYS
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	8047
BARGAINING UNIT:	CLAS

SCOPE OF RESPONSIBILITIES

Coordinates data collection from a variety of sources and online systems and assists with data analysis. Through reporting and training, this position shares research-based findings to improve systems in areas of assignment.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Researches, compiles and prepares various program and budget data
Prepares reports and spreadsheets; including preparing, maintaining and updating program data/information
Works cooperatively with the project coordinators, directors and specialists in analyzing data to support project requirements and District needs
Conducts, and/or assists, with training for District staff
Conducts statistical analysis, including descriptive statistics, that summarizes data and provides this analysis to the District and partner organizations
Maintains accurate records on the program and provides data and reports to appropriate personnel
Assists with management of online systems (e.g., Data Request Management System, budget requests) in areas of assignment, which includes providing technical assistance to project, District, and school staff
Prepares annual and interim reports for project directors
Assures compliance with local, state and federal regulations and procedures related to areas of assignment
Completes all trainings and other compliance requirements as assigned by the designated deadline
Performs other duties as assigned by supervisor

PHYSICAL DEMANDS

The work is primarily sedentary. The work requires the use of hands for simple grasping and fine manipulations. The work at times requires bending, squatting, reaching, with the ability to lift, carry, push or pull light weights.

MINIMUM QUALIFICATIONS

Bachelor's Degree
Experience with Microsoft Office (especially Excel)
Knowledge of descriptive statistics
Two or more years of experience in data management, analysis and reporting
Effective communication skills

DESIRABLE QUALIFICATIONS

Ability to use Microsoft Office features such as: pivot tables, v-lookups, and other formulas
Ability to conduct inferential statistical data analysis and program evaluation
Knowledge of databases and how to extract data (i.e. queries, combining tables)

Experience providing technical assistance and training
Experience in a diverse workplace

Footnote
This position is funded by a two-year grant. This position is not eligible for automatic placement in another JCPS position at the end of the grant period.