



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

JOB TITLE:	COORDINATOR PROGRAM ANALYSIS
DIVISION	ACCOUNTABILITY, RESEARCH, AND SYSTEMS IMPROVEMENT
SALARY SCHEDULE/GRADE:	II/GRADE 5
WORK YEAR:	AS APPROVED BY THE BOARD
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.