

JOB STATUS:	UNTIL FILLED
POSITION TITLE:	(.50) DATA SPECIALIST - P/E15-16.018
QUALIFICATIONS:	<p>PREFERRED QUALIFICATIONS</p> <ul style="list-style-type: none"> • At least five years of experience in survey design, statistics, data analysis, community assessments and program evaluation. <p>MINIMUM EDUCATION, TRAINING, AND EXPERIENCE REQUIREMENTS</p> <ul style="list-style-type: none"> • Master’s Degree in evaluation, education, public policy analysis, social science or other related field, including or supplemented by course work in research and assessment, plus experience in education, teaching or related service activities that involve data analysis; or any equivalent combination of education and experience that would provide the above noted knowledge, skill, and ability. • Bilingual skills preferred but not required.
JOB DESCRIPTION:	<p>REVISED: Human Resources announces an opening for a part-time (.50) Data Specialist position. This position is a part-time twelve-month position, Grade E6, with an annual salary range of \$29,718 – \$43,990 (2015-2016 salary schedule).</p> <p>DISTINGUISHING FEATURES OF WORK: The part-time (.50) Data Specialist is hired by Arlington Public Schools, but works directly with the Arlington Partnership for Children, Youth and Families (the Partnership) to collect, analyze and report data on the status of children, youth and families, including their health, behaviors, attitudes and needs. The Data Specialist is a key member of the Partnership staff and works closely with the Partnership Coordinator and the Assets Liaison and Teen Coordinator. The Data Specialist works under general supervision of the Arlington Public School's Assistant Superintendent of Information Services.</p>
RESPONSIBILITIES:	<p>ILLUSTRATIVE EXAMPLES OF WORK (May not include all duties performed – These are intended as an illustration of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)</p> <ul style="list-style-type: none"> • Plans and implements the Youth Risk Behavior Survey (YRBS) and Profiles of Student Life Survey (Developmental Assets Survey) in Arlington including the following: • Designs sample and selection by choosing the appropriate stratification and size of the survey sample, given desired confidence intervals, and designing random selection process to choose classrooms to participate in survey. • Communicates with parents; works with APS central office staff to prepare and mail letters to parents describing the survey; tracks requests from parents to exempt their child from the survey and ensure that the appropriate classroom teacher is notified on time. • Serves as liaison with school personnel; notifies school personnel of the survey date and procedures; provides training for teachers; coordinates and schedules drop off and pick up of survey materials. • Formulates supplemental survey questions for the YRBS (i.e. not contained in the national version); requests suggestions for additional questions from various interest groups who use the data (such as school substance abuse counselors, mental and physical health professionals, and community groups); researches ways to pose questions and make final recommendations regarding additional questions to include. • Examines Report Card and survey data in depth to find connections/correlations between data points (i.e. subsets of youth who report a given risk behavior or asset; obesity and reported victim of bullying or reported depressive systems and alcohol) and opportunities for strategies to build assets and address concerns. • Responds to community and agency questions relating to the Partnership's work, best practices and the data. • Analyzes survey results and additional data to find meaning and inform strategies to build assets and address concerns

	<ul style="list-style-type: none"> • Collects local, state and national data related to services for children, youth and families by utilizing the Internet, library, phone, reports/papers provided by a variety of school and county employees, community members, and many other sources. • Writes the Partnership’s Community Report Card on the Status of Children, Youth and Children. • Conducts program evaluations for selected Partnership initiatives including the Too Smart to Start alcohol prevention program and Carlin Springs Community School. • Attends and contributes to Partnership, workgroups, subgroups and other meetings during the day and in the evenings. • Researches initiatives and promising approaches related to children, youth and families used in surrounding cities and counties via the Internet, phone, and meetings with leaders in the community. • Provides staff training on verification, reconciliation and preparation of reports. • Provides consultative services to county and school staff on a variety of program evaluation issues and survey designs. • Presents research findings related to Partnership initiatives to the Arlington County Board and Arlington School Board. • Performs related duties as required or assigned.
EXPERIENCE:	<p>PREFERRED QUALIFICATIONS:</p> <ul style="list-style-type: none"> • Experience working with students, families, and staff from various cultural and linguistic backgrounds. • Demonstrated abilities in survey sampling and questionnaire design. • Demonstrated abilities to research and write comprehensive reports involving data interpretation and presentation to non-technical audiences. • Proficiency in using statistical software such as SPSS, SAS or Access. • Demonstrated ability to plan, organize, and manage complex data collection. • Experience in program evaluation including formative and summative assessment. • Knowledge of research techniques, procedures and trends. • Knowledge of local, state and national data related research services for children, youth and families. • Ability to assess/evaluate effectiveness of programs and services. • Ability to establish and maintain successful working relationships with staff, students, and citizens; excellent human relations skills. • Ability to communicate clearly and concisely, orally and in writing.
OTHER INFORMATION:	<p>APPLICATION PROCESS: Candidates must submit an application online and attach a resume, and a written statement of interest in and qualifications for this position. Please complete the online Administrative/Technical application on the APS website in the Employment section: www.apsva.us. A minimum of three letters of recommendation must also be attached. One letter should come from applicant's current or most recent immediate supervisor. (Recommendation letters may be sent in separately.) APPLICATIONS MUST BE SUBMITTED ONLINE AND WILL ONLY BE CONSIDERED IF ALL REQUIRED INFORMATION IS INCLUDED.</p> <p>EQUAL OPPORTUNITY EMPLOYER: It is the policy of the Arlington School Board, as stated in Policy 35-3, Employment that with the Arlington Public Schools shall not be restricted, abridged or otherwise adversely affected on the basis of race, color, religion, age, sex, sexual orientation, national origin, marital status or disability.</p>
APPLY TO:	www.apsva.us https://apps2.winocular.com/ArlingtonPS/jobs/Jobpost.exe Select <i>Administrative Positions</i> , .05 Data Specialist
SALARY:	Annual salary range of \$29,718 – \$43,990 (2015-2016 salary schedule).