



Board of Education of the City of St. Louis
CAREER OPPORTUNITY

Position Title:	Professional Development Research & Data Specialist
Payroll/Personnel Type:	12 Month
Job 3:	8885
Reports to:	Director of Professional Development
Shift Length:	8 Hours a Day
Union Eligibility:	Not Eligible

Position Summary:

If you can explain and lead work around the differences between “data FOR learning” and “data OF learning” and the critical purpose of Professional Development and Adult Professional Learning in scholar achievement, we need you!

In this position, you will assist in leading the development and coordination across the District of feedback and evaluation as a means to determine the impact of professional learning on scholar outcomes. In this position, you will help implement research-based practices, evidence-based practices and promising practices as it relates to Professional Development / Professional Learning progress monitoring. You will facilitate Evidence of Impact (EOI) data gathering, as well as serve as the main Frontline Management System curator. This will include generating and reviewing reports, analysis of report data, and Professional Development presentations and support to all staff on maintaining all components of Profession Learning and documentation, including, but not limited to: maintaining master staff calendar of ongoing professional development offerings, tracking professional development hours, monitoring Individual Professional Development Plans, maintaining mentor logs (and compensation) for advanced certification, as well as producing reports and analyzing collected professional development data as it relates to scholar achievement and growth outcomes. The specialist will work collaboratively with Academic Office Curriculum Specialists, Professional Development Specialists, Academic Instructional Coaches, Human Resources and school-level Mentor Teachers.

Essential Functions:

- Provide monthly reports
- Access SIS for report cards
- Work with Teaching and Learning staff for administrative needs
- Utilize system for extra service pay
- Utilize relevant systems for ordering and tracking vouchers and purchase orders
- Partner with Human Resources to identify new staff to provide system information
- Work with Human Resources for certification and interface periodically for certification purposes and maintain staff changes in the system
- Knows the professional development policies and requirements, of the district and as articulated by DESE
- Attends all meetings relating to management of professional development and certification
- Work collaboratively with all other staff/departments as applicable
- Assist in districtwide professional development management, facilitation, and implementation
- Efficient in time management
- Manage the online professional development system (Frontline)
- Work strategically with Human Resources, 1st and 2nd Year Teachers, Consultant Teachers and other identified staff to keep immaculate records



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- Keep records on 1st and 2nd year mentoring logs
- Direct the preparation and maintenance of a variety of narrative and statistical reports, records, and files
- Model district standards of ethics and professionalism
- Perform other related duties as may be assigned

Knowledge, Skills, and Abilities:

- Ability to read, interpret, and verify data from multiple formats
- In-depth knowledge of data retrieval and storage systems
- Ability to work independently on projects
- Excellent communication and report-writing skills
- Strong analytical and problem-solving skills
- Must be inspired by our mission steeped in equity and motivated to unleash children's potential
- Strong collaboration, communication, and problem-solving skills
- Comfortable in a community of continuous learning
- Possess a reflective mindset and be open to the organizational change management unit that works relentlessly to improve outcomes and service with and for schools
- Ability to lead and be led to ensure continuous professional learning is implemented with fidelity throughout our schools
- Must be flexible and results oriented

Experience:

- Certifications or high-level experience in technology or minimum of three years as a professional level staff member
- Experience presenting professional presentations
- Experience accessing critical district systems (SIS, Frontline, BusinessPlus, etc.)
- Experience with end-user training and support

Education:

- Bachelor's degree (required)
- Master's degree (preferred) in Education, Information Management, Data Analytics, or Computer Science

Physical Requirements:

- Must be physically able to operate a motor vehicle
- Must be able to exert up to 10 pounds of force occasionally, and/or a negligible amount of force constantly to lift, carry, push, and pull or otherwise move objects, including the human body
- Light work usually requires walking or standing to a significant degree

Working Conditions and Environment:

- Work is routinely performed in a typical interior/office environment
- Very limited or no exposure to physical risk

Disclaimer:



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The information contained in this job description is for compliance with the Americans with Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.

Review/Approvals:

_____	_____	_____	_____
Employee	Date	Immediate Supervisor	Date
_____	_____		
Human Resources	Date		

In connection with hiring for this position the district shall not discriminate against any employee or applicant for employment because of race, religion, color, sex, sexual orientation, age, disability, veteran status or national origin.