



Job Posting

The newly restructured Division of Data and Research is organized to collect, secure, analyze and report strategic data in innovative and meaningful ways. From the classroom to the legislature, our work informs quality decision-making and inspires purposeful action to continuously improve educational outcomes for Tennessee students. We accomplish this mission through our division's core values of respect, transparency, and agility, which complement the core values of the Tennessee Department of Education.

Our division includes the offices of Accountability, Assessment Logistics, Data Management and Reporting, and Policy and Continuous Improvement, as well as the Research and Strategy unit. Collectively, the division works to ensure that data is accurate, actionable, and accessible within and beyond the department. We are working to realize our vision that public education in Tennessee will exemplify excellence and equity, such that our students universally and unequivocally achieve success after graduation.

We are seeking conscientious individuals to support our mission and vision as part of our high-performing team. If this charge fits your skills and interests, please contact our division at tammy.billington@tn.gov. We look forward to the possibilities!

Position Title: Data Analyst, Office of Accountability
Reports To: Executive Director, Office of Accountability

Position Description:

The Data Analyst will report to the Executive Director of Accountability. The incumbent's primary responsibility will be to develop, support, and implement the state's district and school accountability framework. This analyst plays a critical role in shaping district and state improvement efforts through technical leadership and management and reporting of important data points. Through the management, analysis, and reporting of data, this role will support Department leadership and other stakeholders' decision-making and execution of strategic initiatives to ensure every Tennessee student receives a quality education. This role will have a significant impact in defining business rules and metrics as we shift to a new district accountability system. There will also be an opportunity to influence decisions regarding the school accountability process. Given the national importance of Tennessee's education reform and the high priority placed on data and analysis within the Department, it is expected that this work will influence actions at the district, state, and national level. Attention to detail, accuracy, and flexibility are key traits for the successful candidate.

Specific Position Responsibilities:

- Manage and lead the data analysis of the state's testing data and other metrics used in the state's accountability systems
- Support the design and implementation of the state's accountability systems
- Prepare and present findings from data analysis to department leadership and stakeholders
- Develop and implement data management processes built on best practices
- Serve as a data expert and resource to others within the department
- Serve as a link between the state and LEAs on questions related to accountability data and process
- Perform quality checks to ensure business rules align with state and federal regulations
- Document and present business rules for internal and external stakeholders
- Anticipate and solve data and process problems effectively and efficiently

- Prepare federal reports
- Perform other duties as needed

Qualifications:

The ideal candidate will have:

- Bachelor's Degree (Master's preferred) in the areas of economics, statistics, public policy or related fields.
- Proficiency using data management and analytical software such as STATA and Excel
- Ability to translate business rules into the data management process
- Proven experience troubleshooting data management and analysis issues effectively and efficiently
- Experience conducting data analysis and drawing conclusions from large data sets
- Ability to present data clearly and in an accessible manner to variety of audiences
- Track record of delivering products and results under tight timelines
- Exemplary writing skills, particularly translating data findings into actionable reports, memos, and presentations
- Strong strategic thinking and creative problem solving skills
- Articulate, professional demeanor with strong self-confidence and initiative
- Team orientation and willingness to contribute at all levels to meet deadlines and complete successful implementation

Salary and Benefits:

Salary is competitive and commensurate with qualifications. In addition, a [comprehensive benefits package](#) is included.

To Apply:

Please e-mail the following to Tammy Billington (tammy.billington@tn.gov). While there is no application deadline, applicants will be screened on an ongoing basis.

- A cover letter describing your interest in this position
- A writing sample
- A resume or CV

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