



The Orange County Department of Education is a public education organization based on fundamental human values of honesty, commitment, responsibility, respect, integrity and professional ethics.

OCDE's mission is to ensure that all students are equipped with the competencies they need to thrive in the 21<sup>st</sup> century. Our vision is that Orange County students will lead the nation in college and career readiness and success.

Our priority is service to students, districts, and the community who look to us for support and educational leadership. We hold each other and ourselves accountable for the highest level of service, performance, efficiency, resources management and professionalism.

**We believe that all students can learn.**

# DATA ANALYST

**\*HOURS VARY WEEK TO WEEK**

OCDE is seeking a professional to provide specialized technical assistance requiring knowledge of quantitative methods, under the direction of an OCDE evaluation manager,

## **This person will have the following qualifications:**

- Proficiency in statistical software (Stata preferred, R, SPSS, other) including being (very) comfortable with using statistics to interpret and present results in a user-friendly manner.
- Ability to work with statistical programming languages with guidance from senior staff.
- Experience conducting and analyzing data from surveys, large administrative data sets, focus groups, observations, and documents.
- Interpersonal skills to communicate effectively with a wide range of individuals.
- Ability to work in a fast-paced, deadline-driven environment.
- Organizational abilities to coordinate, set priorities, take initiative and exercise sound independent judgment within areas of responsibility.
- Familiarity with the educational environment (concepts, data sources, and terminology).

## **The ideal candidate will also have these qualifications**

- Ability to create graphs using data visualization tools (e.g., Tableau, R, Excel).
- Knowledge of /experience with evaluation concepts, frameworks, theories and designs.
- Demonstrated ability to interpret statistical findings and convey statistical and/or technical information both verbally and in writing.
- A Master's degree in social or behavioral science with an emphasis on quantitative methods and two years of program evaluation experience or the equivalent is minimally required.

**Additional Information:** Salary is \$40 - \$50 per hour depending on experience and related education; hours are flexible between 8:00 a.m.-5:00 p.m., Monday –Friday. The selected candidate will work a minimum of two days per week or as needed by program manager. This is a short-term assignment through June, 2019 with possible extension opportunity based on project need.

## **To apply please provide the following:**

- 1) Cover letter explaining why you are interested in this position
- 2) Detailed resume or CV
- 3) An example of an analysis/report of a data set you recently completed/co-authored

Please email application package to [cmunoz@ocde.us](mailto:cmunoz@ocde.us)

We welcome your interest and look forward to hearing from you.