Waterloo Community School District
Equity and Inclusion Analyst

QUALIFICATIONS:
1. Bachelor’s degree in Human Resources, Sociology, Public Administration, or a related field.
2. Two to four years of related work experience.
3. Current knowledge of effective, evidence-based practices and policy in educational equity and human resources
4. Prior experience in data collection, data analysis, and statistical methods.

REPORTS TO: Chief Officer of Human Resources and Equity

JOB GOALS: The Equity and Inclusion Analyst is a district level position that helps organize, coordinate and manage the various facets of educational equity in order to enhance student learning, promote the overall efficiency of the school system, and maximize the educational opportunities available to each child. The primary responsibilities are to implement data collection, conduct data analysis, and coordinate a research-practice partnership. The position helps the Waterloo Community School District fulfill our commitment and obligation not to discriminate on the basis of race, creed, color, religion, national origin, gender, age, marital status, sexual orientation, gender identity, veteran status, disability, or socioeconomic status in our educational programs, activities, or employment practices.

Performance Responsibilities:

1. Gathering, researching, and analyzing data for use in statistical calculations and reporting in accordance with federal and state requirements and managing data collection and creation of the District Affirmative Action Plan.
   - Analyze and interpret data using a variety of statistical methods.
   - Report results of statistical analyses in the form of graphs, charts, and tables.
   - Format and manage data files.
   - Query data to address requests for information.
2. Be the primary liaison with the Equity Implemented Partnership at the Public Policy Center at the University of Iowa or other research practice partnerships.
3. Assist in the coordination of meetings and communication between contracted service providers for the purposes of program evaluation.
4. Use personnel database to advise the District’s Human Resources office regarding issues of equity and inclusion in the hiring process.
5. Ability to create visualizations to clearly communicate analytics and integrating them into presentations delivered to key stakeholders.
6. Assist board of education members, district level and building level administrators, staff, parents, and community members in:
   - Understanding the data and its implications at the district, building, classroom, staff and/or student level.
   - Developing data-informed action plans to ensure educational equity for all students and staff.
7. Strong commitment to the principles of diversity, inclusion, and equity and willingness to continually promote and practice those principles.

Other tasks as assigned by the Chief Officer of Human Resources and Equity that further the efforts towards equity and student achievement.

TERMS OF EMPLOYMENT: Twelve-month year (260 day contract). Salary and calendar year to be established by the Board of Education.

EVALUATION: Performance of this job will be evaluated in accordance with provisions of the District’s policy on Evaluation, State Statute, and any applicable Collective Bargaining Agreement.

Date Last Revised: 4/25/19