

SAN MATEO COUNTY OFFICE OF EDUCATION

CLASS TITLE: MANAGER, LEARNING ANALYTICS & DATA GOVERNANCE

BASIC FUNCTION:

Manager, Learning Analytics & Data Governance

Prepare, develop, negotiate and implement contracts with vendors and contractors; collect, compile, assemble and process related forms; prepare applications for grants and program reports; submit contracts and amendments for approval.

Manage the coordination of

Manager, Learning Analytics & Data Governance

Data governance, database management (SQL and/or No-SQL), Data analytics and statistical packages (R, SPSS, STATA, etc.), and visualization tools (PowerBI, Tableau, etc.);

Data aggregation

Manager, Learning Analytics & Data Governance

EDUCATION AND EXPERIENCE:

Any combination equivalent to: Master's degree in research methods, statistics, educational assessment or a related field, and three years of professional level experience conducting research studies and analytical projects, and/or three years of professional level experience in database administration, data governance, and reporting, and/or professional level experience in an environment directly relevant to the position.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license.

WORKING CONDITIONS:

ENVIRONMENT:

Indoor work environment.