AMERICAN COMMUNITY SCHOOL
OF ABU DHABI *SINCE 1972*

JOB DESCRIPTION

TITLE: K–12 Data Analytics & Visualization Specialist
REPORTS TO: Director of Learning Innovation and Technology
CONTRACT DAYS: 190 Days
SALARY: Faculty Salary Scale

WORKING HOURS: 7:45 a.m.–4:30 p.m. Monday–Thursday, with scheduled Wednesday staff meetings until 5:00 p.m., and 7:45 a.m.–12:00 p.m. Friday. Hours may be adjusted to meet school needs, including extended hours during key periods and an early return for new staff onboarding.

Position purpose

The K–12 Data Analytics & Visualization Specialist helps the school use data and technology to make better decisions, improve learning, and strengthen school operations. Working across academic and operational areas, the specialist turns data into clear, useful, and actionable information. Strong graphic and visual design skills are essential to producing intuitive dashboards, effective reports, and compelling visual resources.

Approximately 70% of the role is dedicated to data analysis, reporting, visualization, and integration. The remaining 30% involves technology consultation, professional learning, implementation projects, and support for the wider technology team. Responsible use of AI and automation is a significant part of improving analytical workflows and helping colleagues work effectively.

RESPONSIBILITIES:

Data analysis and decision support

- Partner with school leaders, teachers, departments, and operational teams to identify important questions and analyze student learning, assessment, enrollment, demographic, and operational data.
- Produce recurring and ad hoc analyses, disaggregate data appropriately, and explain patterns, recommendations, assumptions, and limitations to nontechnical audiences.
- Support program evaluation, surveys, and strategic initiatives through appropriate measures, quantitative and qualitative analysis, and monitoring of progress and outcomes.
- Support secure, sustainable data workflows and appropriate access, confidentiality, retention, and responsible handling of student, family, employee, and institutional information.

Dashboards and visual communication

- Design, develop, and maintain dashboards and reports; define measures, filters, access, calculations, data sources, and refresh schedules with stakeholders.
- Create polished infographics, presentations, and visual reports using strong graphic design, typography, layout, color, and accessible visual hierarchy.
- Understand users' needs, prototype and test designs, and refine visual resources and templates for reporting and shared team initiatives; reduce duplicated and manual reporting.
- Ensure solutions are sustainable and aligned with the ACS Development Framework.

Artificial intelligence, automation and integration

- Evaluate and use approved AI tools to assist with queries, code, data preparation, report drafting, and workflow automation where they add practical value.
- Validate AI-assisted work against source data and appropriate analytical methods; document material assumptions, check for bias, and protect sensitive information.
- Help colleagues use AI responsibly in data and administrative workflows, and contribute evidence to evaluations of school AI and technology initiatives.
- Collaborate with the Application Developer/Integration Specialist to extract, transform, reconcile, and combine data from master data sources using spreadsheets, SQL, reporting tools, APIs, and appropriate methods.

Consultation and team contribution

- Build staff data literacy through professional learning, tutorials, and guidance on dashboards, interpretation, and common analytical pitfalls.
- Consult with teachers and staff on school systems and digital workflows; contribute to system evaluation, requirements gathering, implementation, data migration, testing, and onboarding while adhering to the ACS Development Framework.
- Contribute to and lead professional development events related to AI, data and overall digital literacy.
- Assist with technology support, transitions, student programs and special projects when needed; carry out other assigned duties, with priorities managed to preserve the role's primary analytical responsibilities.

SKILLS & QUALIFICATIONS:

- Bachelor's degree in data analytics, statistics, information systems, computer science, education, or a related field, and demonstrated experience analyzing complex data.
- Advanced spreadsheet skills, working knowledge of SQL and relational data, and experience cleaning and reconciling multiple data sources.
- Experience developing dashboards and accurate visualizations using business intelligence or comparable reporting tools.
- Strong graphic and visual design skills and proficiency with design tools, ideally demonstrated through a portfolio of dashboards, reports, infographics, presentations, or comparable work.
- Ability to explain findings and limitations to nontechnical audiences, facilitate learning, and translate stakeholder needs into useful solutions.
- Practical experience using AI to support analytical or digital workflows, with sound judgment about validation, privacy, bias, and responsible use.

Preferred qualifications and experience

- Experience in K–12 education, educational assessment, survey design, or program evaluation; a relevant master's degree.
- Experience with Python or R, APIs, automated data pipelines, or AI-assisted analytical workflows.
- Experience evaluating or implementing schoolwide systems, facilitating professional learning, or supporting users in educational settings.

Core technology environment

Google Workspace, Toddle, Veracross or comparable systems; SQL, spreadsheets, dashboard tools such as Data Studio, survey and assessment platforms, AI tools, and graphic design applications. Ability to develop expertise quickly with unfamiliar school platforms.

Professional attributes

Analytical, precise, curious, and attentive to confidentiality. Able to challenge assumptions constructively, explain complex findings clearly, manage recurring reporting alongside projects, and support users patiently. Proactive about improving processes and dependable in collaboration and follow-through.