**Bellevue Independent Schools**

**JOB DESCRIPTION**

**Position Title: SPF Data Analyst**

**Qualifications: 1. Holds a minimum of a Bachelor’s Degree in Epidemiology, Public Health, School Counseling, Psychology, Social Work, or a closely related field**

**2. Such alternatives to the above qualifications as the Board and grant parameters may find appropriate and acceptable**

**Reports to: Superintendent or designee**

**Responsibilities:**

1. Collaborates with partners to perform epidemiological studies on issues related to substance prevention and misuse of alcohol, tobacco and marijuana vaping and mental health needs

2. Creates systems for implementation and analysis of data and creates appropriate reporting

3. Recommends interventions to reduce the occurrence and/or severity of substance misuse

4. Coordinates activities with local and state substance misuse agencies and coalitions

5. Educates staff and the public on the policies and procedures for effective substance misuse and related issues

6. Designs surveys and questionnaires to collect data on substance misuse and related issues

7. Formulates hypotheses to explain the differential occurrence of substance misuse and provides data to indicate appropriate programming for prevention

8. Maintains a database for early recognition of patterns of events

9. Conducts studies to identify segments of the population at greater risk of substance misuse or related problems

10. Provides consultation, education programs, information sharing meetings, in-service programs for school staff and partners, community groups, etc. about relevant subjects

11. Utilizing culturally competent practices in all areas of service delivery

12. Reads, interprets, and prepares technical reports on related studies and investigations

13. Performs other duties as may be assigned by the Superintendent or designee

14. Applies all District and School policies and procedures