Respectful, Responsible, Safe & Prepared

POSITION DESCRIPTION
**Data Analyst**

ORGANIZATIONAL RELATIONSHIPS

Responsible for accurately collecting, organizing, analyzing, and reporting student and school data. Assists with research and development of database products and services, data analytics, business intelligence, data warehouse, internal & external reporting. As required, performs special data projects and reports for District staff. Develops customized views from databases and collects data to support decision-making at the strategic, tactical, and operations levels.

PRIMARY FUNCTIONS

1. Manage student data submitted through the district's student information system to the Department of Public Instruction. Information to include but not limited to: attendance, behavior, career and technical education, completion status, course, demographic, economic, enrollment, special education, and special programs.
2. Create and communicate district procedures and processes to guide student data entry, usability, and analysis.
3. Required capacity to manage the district's major systems– student information system, learning management system, application launchpad, and data warehouse.
4. Lead, assist, and support special project requests to improve the optimization of district technology.
5. Perform initial implementation and provide ongoing support of third-party technology resources, most frequently including automated provisioning and single sign-on.
6. Work closely with district leadership to support decisions and initiatives rooted in comprehensive data analysis.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily and possess the knowledge, skills, and abilities described herein. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions:

1. Design and oversee processes for the effective collection, maintenance, interpretation, and reporting of district data.
2. Acquire and extract data from multiple data sources to identify, analyze, and interpret trends or patterns in complex data sets.
3. Verify and validate data. Delve into data to discover discrepancies, patterns, and plans, develop, and/or execute the necessary steps to correct/improve data.
4. Perform queries of respective data and explain developing trends.
5. Gather and compile data, eliminate or reduce redundancy, maintain data integrity, improve data quality and availability.
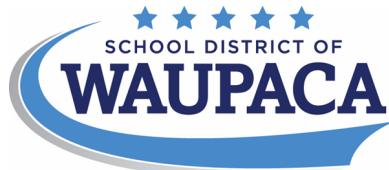
6. Investigate new data acquisition and dissemination methods to maximize access to and use of data and systems.
7. Support staff in improving student learning and achievement through effective interpretation and application of assessment data.
8. Be involved in the formulation of procedures and in decision-making processes related to the effective and appropriate use of student information and assessment data.
9. Assist and provide staff development for teachers and administrators in data interpretation and data analysis for continuous school improvement.
10. Develop and support standard and custom report writing that will highlight performance and provide application support for all functional areas of the district.

PERFORMANCE RESPONSIBILITIES
1. Analyze and prepare reports from local, state, and national assessment data as it relates to individual student performance and school improvement.
2. Develop and maintain historical student and school data files to monitor and track performance.
3. Interpret and review assessment data with administrators and teachers; support the planning of action steps.
4. Compile data from multiple assessments to develop student, subject, grade-level, or school achievement profiles.
5. Work with staff at schools, as needed, in one-on-one and group settings to conduct training in the use of data to improve student results.
6. Ensure the validity of all data presented to staff.
7. Attend and lead, as appropriate, training sessions and site meetings related to assigned responsibilities.
8. Perform other related duties as assigned.

DATA MANAGEMENT
1. Commissioning and decommissioning of data sets.
2. Processing confidential data and information according to guidelines.
3. Helping develop reports and analysis.
4. Managing and designing the reporting environment, including data sources, security, and metadata.
5. Supporting the data warehouse in identifying and revising reporting requirements.
6. Supporting initiatives for data integrity and normalization.
7. Assessing tests and implementing new or upgraded software and assisting with strategic decisions on new systems.
8. Generating reports from single or multiple systems.
9. Developing and maintaining scripts integrating various systems
10. Troubleshooting the reporting database environment and reports.
11. Evaluating changes and updates to source production systems.
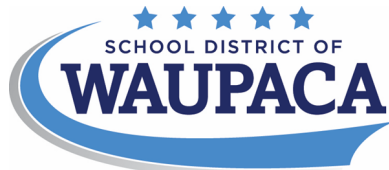
12. Training end-users on new reports and dashboards.
13. Providing technical expertise in data storage structures, data mining, and data cleansing.

OTHER FUNCTIONS
1. Promote a positive image of the District at all times.
2. Maintain confidentiality.
3. Cross-train as necessary.
4. Create a friendly professional climate and develop positive working relationships with students, staff, parents, and visitors.
5. Perform other responsibilities as assigned by the Director of Technology.

PERSONAL ATTRIBUTES REQUIRED
1. Attentive to detail and highly organized.
2. Ability to work productively in a team and as a self-starting individual.
3. Ability to explain complicated processes clearly.
4. Willingness to learn and become fluent in a wide variety of software applications, emerging technologies, and/or computer languages.
5. Ability to effectively manage time.

QUALIFICATIONS
1. **Education**: Equivalent to a Bachelor's degree.
2. **Experience**: Minimum two years of work experience in data analysis, data reporting, and data validation preferred.
3. **Special Requirements**: Preference for knowledge of database applications such as student or business management systems in a school environment.
4. **Preferred**: Experience within the K-12 setting.

PHYSICAL DEMANDS
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.
- While performing the duties of this job, the employee is regularly required to talk or hear.
- The employee is frequently required to walk, sit, or stand for prolonged periods of time.
- Further, the employee must be able to operate a computer and keyboard, have near visual acuity to review written documentation, lift horizontally and vertically, bend, and stoop.
- The employee shall remain free of any alcohol or illegal substance in the workplace in compliance with Policy 3122.01 throughout his/her employment in the District.

WORK ENVIRONMENT
The work environment characteristics described here are representative of those an employee
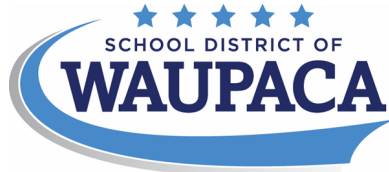
encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

The work environment is in an office that combines standard office equipment (fax, copier, phone, computer, 10-key, etc.) with the standard office setting. The noise level in the work environment is usually low to moderate.

TERMS OF EMPLOYMENT: As set forth in the Support Staff Handbook, but with 260 days.
- Work location is primarily at the District Office, however, there will be a need to travel to all buildings.
- Reports to the Director of Technology

CREATED: 03.02.2022
REVISED: 01.18.2024