



Fremont Union High School District

Position: Senior Data Analyst

Department/Site:	District Office/ Teaching & Learning	Range:	114
Reports to/ Evaluated by:	Student Data Systems Manager	Work Year:	245
		Months:	12

Summary of Basic Functions & Responsibilities

This position focuses on data quality control for state and federal reporting, assessment and accountability, and data analysis for student achievement and program evaluation. Responsibilities include organizing, updating, and maintaining student records and databases including master course schedules, grade reporting records, and demographic information. The person that fills this position assists in development and implementation of processes to ensure data accuracy and adherence to state- and federal-mandated testing procedures. Understands and works effectively with people of differing cultures.

Distinguishing Characteristics

The essential characteristics required to successfully complete this position is being an analytical problem solver. In addition to understanding the importance of accurate data entry, retrieval and reporting, one must also take initiative to identify and solve problems. Excellent communications skills are essential, with a strong “customer-service” orientation. Additionally, one must have an innate number sense, with the keen ability to recognize and question data reports that may not be accurate. Given the time-sensitive nature of many state-mandated deadlines, organization skills and the ability to remain calm under pressure are highly valued.

Essential Typical Duties & Responsibilities

Incumbents may perform any combination of the essential functions shown below. This position description is not intended to be an exhaustive list of all duties, knowledge, and abilities associated with this classification, but are intended to accurately reflect the principal job elements.

- Receives and transfers a variety of student data to computer-aided student files.
- Accesses databases using preset data entry screens and instructions. Data includes but is not limited to grades, scores, and demographic information.
- Helps to maintain and verify student data files, and assures that all necessary documents have been obtained.
- Receives new data and/or revisions, enters data, routes updated information to appropriate staff or departments.
- Designs and runs a variety of queries in large relational databases.
- Organizes and completes data entry and data retrieval tasks accurately and efficiently.
- Generates a variety of reports for multiple types of audiences.
- Sets up electronic spreadsheets and creates charts and graphs that summarize data in usable ways.
- Helps to compile student data used to place students according to academic achievement, activities to improve student equity, program effectiveness, enrollment trends, school of residence.
- Troubleshoots data entry and retrieval tasks and reports for accuracy, to identify problems and track down corrections as necessary.

- Helps to keep appropriate site and District Administrators informed of issues affecting deadlines and/or data quality.
- Works directly with users to determine information needs and designs/develops program models/queries.
- Helps train users on systems in both formal and informal settings.
- Develops user documentation.
- Develops application, queries and report formats from data systems.
- Works with administrators to identify key information, constraints and objectives around student data.
- Provides data and document control support for administering state-mandated testing.
- Prepares reports that include data extracted from student information systems.
- Develops formats and procedures for entering/retrieving various types of data.
- Maintains up-to-date knowledge of characteristics and features of student information systems and other relational databases.
- Acts as a liaison between vendors and IT support for users.
- Performs other duties as assigned that support the overall objective of the position.

Employment Standards/Qualifications

Knowledge of:

- Requires working knowledge of data entry methods, procedures and equipment including database programs, word-processing specialized applications used for student and academic information.
- Requires basic knowledge of District policies and procedures governing student information.
- Requires a working knowledge of personal computer-based software programs that support this level of work, including but not limited to word processing, spreadsheet, presentation graphics, and database software used in education for data entry and retrieval.
- Requires business mathematics skills to compute sums and compile statistics.
- Requires sufficient skill in using the English language, grammar, spelling, punctuation, proofreading/editing, to prepare common, yet professional correspondence and standardized reports.
- Must have sufficient human relations skill to convey policies and other technical concepts to internal and external customers and project a positive image of the district.

Required Skills & Abilities:

- Ability to design and run queries in large relational databases
- Ability to organize and complete data entry and data retrieval tasks accurately and efficiently
- Ability to troubleshoot data entry and retrieval tasks and reports for accuracy, to identify problems and track-down corrections as necessary
- Ability to set up electronic spreadsheets and then create charts and graphs that summarize the data from the spreadsheet in usable ways
- Ability to use EXCEL efficiently to create pivot tables (tables that compile large data sets into readable, summary formats)
- Ability to teach others through both “just in time” answers to questions, and in more formal “workshop” settings.
- Ability to learn new systems “on-the-job” and through trial and error
- Facility with EXCEL, ACCESS or other similar programs
- Ability to prioritize tasks and multi-task throughout the course of the day

Advanced Skill in/Desired Experience:

- Analytical work and data entry in large, longitudinal data warehouse systems
- Formulating and running queries in large relational databases, especially Student Information Systems

- Liaison roles with vendors and their IT support to get useful and timely answers for others
- Familiarity with high school testing program – preparations, administration and processing for large scale state tests; Physical Fitness assessments; Advanced Placement and college admission exams
- Familiarity with procedures, policies and practices in California high schools related to course-taking, testing, grading; attendance etc.
- SQL
- Experience in the following areas is of particular note:
 - Infinite Campus or a similar Student Information System
 - CALPADS
 - Perkins State Reporting
 - School Accountability Report Cards (SARC's)
 - Federal Civil Rights Data Collection (CRDC)
 - Cruncher or a similar test score reporting system
 - School Loop or a similar home-school on-line communication system

Education:

- The position typically requires a High School diploma or equivalent and 2 years of experience processing school/student information.

Licenses & Certificates

- Requires a valid driver's license.
- Requires fingerprint clearance from the Department of Justice and Federal Bureau of Investigation.

Working Conditions

- Work is performed in a District Office environment subject to constant interruptions.

Physical Abilities

- Must be able to function indoors in an office environment engaged in work of primarily a sedentary nature.
- Requires ambulatory ability to sit for extended periods of time, to utilize computers and peripheral equipment, accomplish other desktop work, and to move to various campus locations.
- Requires the ability to use near vision to read printed materials.
- Requires auditory ability to carry on conversations in person and over the phone.
- Requires the ability to retrieve work materials from overhead, waist, and ground level files.
- Requires manual and finger dexterity to write, use a keyboard to operate a computer and other standardized office equipment requiring some repetitive motions.
- Requires sufficient strength to carry heavy weight (max. 40 lbs.) materials and supplies.