JOB DESCRIPTION

I.   TITLE

Data Analyst

II.   PRIMARY FUNCTION

To provide a consistently accurate student database as a resource for and in support of educational and administrative programs. Analyze, organize, maintain, and report data for use in local, state and federal programs as well as district-wide, technology-based instructional programs.

III.   REPORTS TO

Superintendent of Schools, Manager of Enrollment & Data Systems and/or designee.

IV.   QUALIFICATIONS

- Demonstrated knowledge of data systems operation, database management, and report writing, preferably in the field of education.
- Knowledge of state and federal data reporting requirements
- Knowledge of educational technology programs
- Experience in data extraction and spreadsheet creation from various databases
- Good organizational and communication skills
- Experience with NJSMART and student information systems preferred
- Such other qualifications of academic, professional and personal excellence as the Edison Township Board of Education may specify

V.   MAJOR DUTIES AND RESPONSIBILITIES

- Effectively manage and manipulate data to ensure the district's compliance with NJSMART.
- Extract and export database system into different file formats for importing into web-based programs.
- Analyze, organize, maintain, and report data for state and federal programs including but not limited to Title I, Title III, ACCESS, APA, and standardized tests.
- Analyze, organize, maintain, and report data for district-wide, technology-based programs including but not limited to Study Island, iread, and NWEA.
- Ensure adherence to policies established by federal and state law regarding the coding and reporting of student information.
- Develop and produce reports necessary for the production of the following (but not limited to): State Report Card, Attendance Register, NJDOE listing, and the Civil Rights Report.
- Provide training and support to administrators, teachers and other staff in the use of technology-based programs.
- Create spreadsheets using data from NJSMART Ed Analyzer, ACCESS, and standardized tests.
- Provide training and support to administrators, teachers and other staff in the creation and maintenance of spreadsheets.
- Provide the administration with enrollment projections as requested.
- Act as Web User Administrator for the DOE Homeroom and Point of Contact for NJSMART.
- Perform such other duties as may be assigned by the Superintendent or designee

School Messenger

- Act as Help Desk liaison and manager user accounts

- Maintain staff and student contact data and perform updates weekly
- Provide support to school secretaries in grouping Latchkey students

Student Information Systems
- Serves as administrator for the student database.
- Process special reports for the Superintendent, Business Administrator, Manager of Enrollment & Data Systems, and other Administrators as assigned.
- Process monthly average daily attendance reports for contracted Food Service and work with secretary responsible for Free and Reduced Lunch programs, VBoss, Fastlane, and SNEARS
- Assist with and create custom reports as needed
- Process comparative enrollment reports for Business Administrator to use on the board agenda and for statistics
- Import state and local assessment scores such as SAT, PSAT, NWEA and other standardized tests. Create and maintain custom assessment reports to aid in analysis by administrators and teachers.
- Maintain and analyze data for I&RS which will be used for a student intervention monitoring system and response to intervention

VI.   TERMS OF EMPLOYMENT

Twelve-month position – Exempt position – Salary as determined annual by the Board of Education

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Job Description/Section III DATA ANALYST

APPROVED: ~~November 22, 2010~~
APPROVED: March 31, 2014