

STUDENT INFORMATION DATA ANALYST

Classification: Technology

Location: Assigned Department

Reports to: District Administrator

FLSA Status: Non-Exempt

Bargaining Unit: OSEA

This is a standard position description to be used for positions with similar duties, responsibilities, classification and compensation. Employees assigned to the position description may or may not perform all of the essential functions indicated in this position description.

This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Part I: Position Summary:

This position works with minimal direction to coordinate and monitor the collection, verification, and validation of student data, and to compile reports that meet state and federal requirements. The Student Information Data Analyst works with district administrators to research and analyze K-12 data from varied sources in order to improve the overall operation of the school district and to enhance the instructional program. In addition, the analyst acts as an application developer, taking on specific projects such as the development of web-based data tools as directed to meet the needs of the district. The analyst is expected to coordinate with users in the development phase to define projects in terms of scope, vision, objectives, requirements, constraints, and impact.

Part II: Supervision and Controls over the Work:

The Student Information System Data Analyst works under the supervision of a district office administrator. Work is controlled and/or guided by state statute and state administrative code, professional practice, school and district policies and procedures, and directions, and expectations as established by the administrator(s).

Part III: Major Duties and Responsibilities (dependent on specific assignment):

1. State Reports and Data Collections:
 - a. Generates reports and manages the data collection process in order to meet state and federal reporting requirements using data from all available sources (student information system, state databases, data visualization systems, etc.).

- b. Runs extracts, cleans up errors, posts data through submission processes, and certifies final data submissions are accurate and complete according to state and federal requirements and within reporting deadlines.
- c. Validates collections and state reports including communication with schools to verify and/or correct information.
- d. Makes recommendations for changes in procedures and policies/guidelines to ensure consistency of data throughout systems.
- e. Identifies and communicates opportunities to improve user training or support processes that will improve data quality.
- f. Support district personnel with program-specific data collections and reporting.
- g. May plan, coordinate, and conduct activities related to state assessment.

2. Managing Student Information Data and Reports:

- a. Coordinates and monitors the collection, verification, and validation of critical data as related to student information.
- b. Obtains, evaluates, cleans, merges, and formats large datasets from internal or external sources.
- c. Accurately validates information between data systems.
- d. Serves as a trainer and technical resource in testing, assessment, and utilization of related software systems.
- e. Works directly with the Oregon Department of Education, Educational Service Districts, and application vendor representatives to maintain the integrity of information contained in the student information system or other databases.

3. Data Analysis:

- a. Oversees the access, integration, staging, reporting, and presentation of data from multiple data systems.
- b. Responds to inquiries from district administrators and school leaders and provides requested information through files and reports.
- c. Identifies data anomalies and irregularities and provides solutions.
- d. Utilizes software tools and report writers to query information, extract data, and develop reports from multiple data sources and computer programs.
- e. Plays a key role in analyzing information and building databases that serve as the foundation for web-based data tools.
- f. Develop and maintain web applications to meet district data needs.

4. Performs other duties as assigned.

Part IV: Minimum Qualifications:

- Associates degree in education, math, statistics, computer science, or related field and/or demonstrated experience in assessment, test development, educational research, data analysis, reporting, or related field.

- Ability to plan, develop, execute, and support projects for new technical solutions and enhancements to existing systems meeting stakeholder requirements.
- Ability to develop constructive and cooperative working relationships with school and district employees, Education Services District personnel, and Oregon Department of Education staff.
- Ability to work effectively in an environment with frequent interruptions.
- Ability to maintain confidentiality in all matters related to student information, school and district performance on state and federal accountability measures, school and district funding, etc.
- Knowledge of K-12 education systems, including school and district operations, the relationship between student information systems and school funding or accountability, and common education vernacular.
- Experience managing data extracts and imports between database platforms. Working knowledge of relational database management (RDMB) and data analysis tools.
- Excellent oral, written communication and presentation skills and the ability to prepare accurate records, reports, and documentation in clear and simple context.
- Demonstrate sensitivity to the cultural, ethnic, gender, and religious diversity of students, staff, parents, and community.
- Successful experience in working with culturally diverse families and communities, or have otherwise demonstrated a commitment to strengthening engagement of a diverse community and skill in communicating with a diverse population.

Part V: Desired Qualifications:

- Experience working with standard platforms, languages, and libraries for application development (PHP, CSS, HTML, SQL, MySQL).
- Bilingual and Bicultural skills.

Part VI: Physical and Environmental Requirements of the Position:

The physical demands and work environment 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 the essential functions.

- While performing the duties of this job, the employee is frequently required to sit, talk, lift, carry, move about, hear and speak. Employee may be required to perform extensive work at a computer display terminal.

- The employee must occasionally lift and/or move up to 40 pounds.
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.
- Employee may be required to interact with clients, customers, and staff who are emotionally upset, angry or distraught. In such interactions, employee must be able to maintain control, decorum and professionalism.