



SKOKIE - MORTON GROVE SCHOOL DISTRICT 69

5050 MADISON STREET • SKOKIE, IL 60077 • (847)-675-7666 • FAX (847) 675 -7675 • WWW.SD69.ORG

Data Analyst

Primary Function

The Data Analyst will retrieve and gather data, organize it, ensure its accuracy, and use it to reach meaningful conclusions utilizing visualization tools.

Organizational Relationship

Data Analyst reports directly to the Assistant Superintendent for Teaching and Learning, and works collaboratively with the Data Systems Manager and Director of Technology.

Qualifications

- Bachelor's degree in related field such as statistics, economics, mathematics, computer science
- Experience with SQL, student information systems, learning management systems, assessment management systems and data visualization tools
- Understanding of spreadsheets, databases, word processing and other computer applications.
- Willingness and ability to learn new technologies as they are adopted by the District
- Ability to analyze large datasets
- An analytical mind and inclination for problem-solving
- Ability to keep proper records in accordance with State/Federal guidelines and Board policy
- Personable, flexible, and enjoys working with children, teachers, and other district personnel
- Ability to handle staff and student information with confidentiality
- Ability to perform assigned duties and tasks with a minimum of direction.
- Ability to maintain effective public and coworker relationships.
- Ability to physically move about the district.
- Proficient skill in English composition, grammar and spelling
- Proficient in a second language (bilingual or multilingual) preferred
- Ability to understand and carry out oral and written directions in English.
- Ability to, on occasion, physically lift and move packages, boxes, and other materials weighing up to 25 pounds.

Performance Responsibilities

1. Collaborate with grant team on identifying goals and metrics on grant applications
2. Responsible for reviewing awarded grant applications and organizing all metrics and data collection tools and timelines
3. Assist with the development of comprehensive evaluation plans for programs

4. Assist in the development of data collection systems to ensure all data is being collected efficiently and accurately in collaboration with Data Systems Manager
5. Responsible for providing data and reports aligned to grant reporting timelines
6. Develop and maintain dashboards that are accessible for district leadership and program teams
7. Participate in quarterly meetings with the Grant Program Directors and Grant Project Manager to reflect on grant goals and outcomes and make recommendations for future improvements.
8. Create infographics/visualizations as requested of key data findings to show programmatic impact to stakeholders
9. Responsible for maintaining multiple data sources and databases to support the District
10. Knowledge and ability to use SQL and other data languages
11. Builds and manages the library portfolio of model metrics, documents, templates, reports, dashboards, and other reusable assets
12. Develops and maintains detailed data maps across systems to support continuity
13. Reviews current integrations and explores opportunities to improve efficiency in processes using state of the art technology
14. Explore alternative datasets to enrich & expand existing analytics
15. Collaborates with stakeholders in order to develop dashboard wireframes and design requirements that comply with technical and visual design best practices
16. Prioritizes and ensures compliance with applicable data privacy laws
17. Performs end-user training as needed to support the vision of the program
18. Other duties as assigned

Terms of Employment

12-Month Position (260 work days). Salary and work year established by the Board of Education

Evaluation

Performance will be evaluated in accordance with Board of Education policy.