Birmingham Community Charter High School
CALPADS/Aeries Data Analyst

Title: CALPADS/Aeries Data Analyst
FLSA Status: Non-Exempt
Reports to: Site Administrator
Supervises: N/A

DEFINITION:
Under the general direction of the assigned administrator, independently performs a variety of professional, technical and analytical functions utilizing data research and analysis techniques and independent judgment. This position is responsible for verifying and maintaining certifiable data to the State of California via CALPADS (California Longitudinal Pupil Achievement Data System).

ESSENTIAL FUNCTIONS:

CALPADS Data Support
- Submit and certify CALPADS data for all reporting periods, currently Fall 1, Fall 2, EOY1, EOY2, EOY3, EOY4
- Ensure/confirm currency and accuracy of CALPADS-relevant data in the various locations where CALPADS-relevant source data stored within the Aeries Student Information System
- Generate SENR, SINF and SPRG data files that meet CALPADS specifications required for certification
- Submit data using the CALPADS system to review and resolve errors
- Use CALPADS to generate new SSID#s for new students, assign SSID#s to transfer students, and resolve anomalies as related to students with multiple SSID#s
- Generate SDEM, SASS, CRSE, SCSE, SDIS, SCTE and SWAV data files that meet CALPADS specifications for certification including but not limited to, generating files from Aeries SIS, resolving errors in the Aeries SIS, and loading the corrected, certification-compliant data into CALPADS

Data Submissions
- Prepare and submit data to the Civil Rights Data Collection (CRDC) agency from the US Department of Education
- Assist in the collection and submission of data for various state or federal reporting (SARC, CAPAAR, UBC collection, SIDAT, UC-TES, etc.)
- Assist in the data collection for District Oversight Visits
- Submit classification and statistical reports to overseeing District
- Analyze classification and statistical reports to deem if revisions to prior months are necessary
- Use Principal Apportionment software to completion of P1, P2, and P-Annual attendance required for school ADA funding
- Compile visual graphs and data for LCAP progress
- Conduct meetings with appropriate staff to review data before submission

Data Analysis
- Complete various projects relating to student data, such as redefining course subjects to align with courses, providing year-by-year analysis of CTE students in CTE courses, or data extraction

and information to be presented for LEA's (Local Educational Agency) and that may be used in handbooks, organizational structure diagrams, interactive graphs, etc.
- Complete Fall and Spring CTE program data collection summary in support of LEA education officer for CTE grants
- Establish and maintain database record-keeping for student test completion during state testing
- Use PSAT, SAT, ICA, SBAC, and other test results to compute overall school progress/placement disaggregated by grade, subgroup, etc.
- Perform end of year in-depth student data analysis of grades, GPA, chronic absenteeism, discipline, geolocation, etc.
- Compute SIS analysis of data to verify alignment with state compliance when necessary
- Provide school-related data to groups of teachers, Smaller Learning Communities, Special Education Department, Board meetings, etc.
- Complete data requests when needed by administration team
- Perform related duties as assigned

KNOWLEDGE OF:
- Experience working with Aeries (or similar) student information system, performing data imports and extracts used for reporting
- In-depth use of Microsoft Office tools for data extraction and manipulation
- Techniques, skills and methods to provide excellent written and verbal communication
- Correct English usage, grammar, spelling, punctuation and vocabulary
- Flexibility in work schedule such as overtime and working over winter and other breaks when required to meet certification deadlines
- Business principles and project management methods and techniques
- State compliance, Education Code sections pertaining to student information requirements (e.g. §48900 and §48951), and California Department of Education terminology
- Understand where relevant data is located and complete requests accurately without prior training
- How to apply and use independent judgment accurately to find, organize, communicate and present data comprehensively and accurately sufficient for requirements of the occasion
- Standard Query Language (SQL) and Google apps

ABILITY TO:
- Generate reports in Aeries and CALPADS
- Compile and verify data and prepare reports
- Use various spreadsheets tools (e.g. Excel, Google Sheets, Mac Numbers, etc.) effectively, including string formulas, pivot tables, complex graphs, conversions, etc.
- Learn new software quickly and thoroughly
- Use word processing and publishing software to create complex, interactive reports, memos, flyers, brochures, data modeling, etc.
- Effectively share knowledge with others
- Report data using Access, Excel, statistical analysis techniques, and other tools and skills for strong data manipulation
- Manage projects deadlines and activities to meet schedules and time lines such as submission of critical compliance reporting to State and other agencies
- Communicate clearly and effectively both orally and in writing
- Establish and maintain cooperative and effective working relationships with others

EDUCATION:

Any combination equivalent to: graduation from high school supplemented by vocational training or college-level course work in computer science, database administration or information science. A Bachelor's degree in computer science, data management, or information science that includes courses in project management is preferred.

EXPERIENCE:
Two years of experience working with large databases and information systems such as Aeries and CALPADS, downloading data, running queries, correcting and updating data and generating reports. The experience must also include working with advanced EXCEL functions and formulas including: building macros, string, numeric/mathematical, statistical, logical, information, date/time, database, data type conversion, file/directory, lookup, delimit values with ASCII 29 and custom round functions; working with ACCESS database to run queries, test and validate errors. Experience working with K-12 school system is preferred. A Bachelor's degree in computer science, data management, information science or project management may be substituted for one year of the required experience.

PHYSICAL DEMANDS:
- Dexterity of hands and fingers to operate a computer keyboard.
- Hearing and speaking to exchange information.
- Seeing to read a variety of materials.
- Sitting for extended periods of time.
- Bending at the waist, kneeling or crouching to file materials.
- Perform light physical exertion.
- Lift and carry 25 pounds.

Persons with disabilities may be able to perform the essential duties of this class with reasonable accommodation. Reasonable accommodation will be evaluated on an individual basis and depends, in part, on the specific requirements for the job, the limitations related to disability and the ability of the hiring department to accommodate the limitation.

Right to Revise:

This job description is not meant to be all-inclusive and the Charter School reserves the right to revise this job description as necessary without advance notice.

The statements herein are intended to describe the general nature and level of work being performed by employees, and are not to be construed, as an exhaustive list of responsibilities, duties and skills required of personnel so classified. Furthermore, they do not establish a contract for employment and are subject to change at the discretion of the employer without notice.

Employee: I have received a copy of the above Job Description and agree to direct any questions to my supervisor.

_____   _____
Employee Signature   Date