

EDUCATIONAL DATA ANALYST

Reports to: Assistant Superintendent, Curriculum & Instruction

Division: Curriculum & Instruction

Our ideal candidate

You bring a creative problem-solving approach, attention to detail, and high degree of accuracy to your work as part of a continuous improvement team. You research issues, communicate effectively, and use a high degree of professional judgment to solve problems independently or in collaboration with others. You understand politically sensitive issues and interact with others in a diplomatic and confidential manner. You are committed to excellence in providing the best service possible to school districts and other stakeholders.

General description

Under general direction, perform a variety of professional duties involved in establishing, curating, displaying, reviewing, analyzing, maintaining, adjusting, and managing designated databases, data files, and data sets; establish, analyze, and maintain data privacy and integrity; prepare and review a variety of qualitative and quantitative data reports, displays, and presentations. Support program evaluation, differentiated assistance, and accountability for SBCEO and district programs.

Specific duties and responsibilities

1. Access and analyze data from multiple sources and file formats including but not limited to California Longitudinal Pupil Achievement Data System (CALPADS) and a variety of student information systems, data management systems, and assessment systems to support Differentiated Assistance
2. Support district staff in reviewing, reporting, managing, verifying, and troubleshooting state and local data.
3. Perform initial review of data and make recommendations to managers about statistically significant data, notable trends, and key data points.
4. Develop, design and prepare assessment, accountability, achievement and demographic reports using modern data visualization tools and techniques.
5. Organize and maintain record-keeping systems and databases to ensure the high quality and accuracy of qualitative and quantitative data across a variety of SBCEO programs.
6. Interpret a range of student data, including but not limited to: assessment data including Smarter Balanced suite of assessments and English Language Proficiency Assessments for California (ELPAC), and accountability data including California School Dashboard indicators.
7. Provide technical assistance to programs, county networks and collaborative work groups in applying policy, compliance principles, and best practices to data, assessment, and accountability.
8. Conduct data analysis and interpret and apply results in order to prepare periodic reports for SBCEO management, districts, and the state and other funders.

EDUCATIONAL DATA ANALYST

9. Support program evaluation and grants by: providing data for required reporting; participating in the organization, coordination, and execution of program evaluation activities; and providing expertise in the design of surveys and other data collection instruments for quantitative and qualitative research and data reporting.
10. Assist in the development of written reports and presentations by preparing charts, graphs, and other data visualizations, and summarizing findings for a variety audiences.
11. Provide support to county, district, and school administrators in administering student information systems, maintaining accurate data, and exporting data to state databases such as CALPADS, the California Assessment of Student Performance and Progress (CAASPP), and Test Operations Management System (TOMS).

Requirements

Education: Possession of a bachelor's degree from an accredited university in education, social science, data analytics, library and information science, computer science, information systems, or other related field. Additional coursework or an advanced degree in one or more of these fields is preferred.

Experience: Two years of professional experience that included analysis and presentation of data in the education, human services, or healthcare sectors. Experience with public school assessment and accountability is preferred.

Knowledge of:

- Methods, procedures, and practices for information management in a computerized environment;
- Methods, procedures, and practices for statistical data analysis
- Practices and terminology used in California School Assessment and Accountability
- Data collection and clean-up strategies
- Applicable laws, codes, regulations, and procedures, including those related to data and personal information security
- Principles of effective data visualization
- Survey development techniques and software
- Standard spreadsheet software
- Arithmetic, including percentages and fractions
- Algebra, formula development, and algorithms
- Basic statistical interpretation, including shape, central tendency, variance, and reliability
- Modern office practices, procedures, and equipment
- Telephone and email etiquette
- Standard office productivity software applications, including spreadsheet programs
- Correct English usage, grammar, spelling, punctuation, and vocabulary

Knowledge of CALPADS, TOMS, and student information systems used by school districts is desirable.

EDUCATIONAL DATA ANALYST

Ability to:

- Learn federal and state data collection procedures
- Navigate and interface with a variety of school and district data systems
- Conduct queries and extract data from data systems and files
- Gather, analyze, interpolate, and extrapolate quantitative data, reach sound conclusions, make connections and inferences, and suggest subsequent data inquiries
- Organize, code, and manage qualitative data
- Choose and create appropriate, effective data visualizations and displays using basic tools such as Excel, Power BI, and Tableau
- Integrate data displays into reports, presentations, and websites
- Learn a variety of content management systems and use them to post website content
- Learn operations, policies, practices, and objectives of County Education Office and districts
- Learn, apply, and explain rules, regulations, policies, and procedures related to student information systems
- Learn to coordinate work with district or SBCEO partners over whom one has no supervisory authority
- Use a variety of data management, spreadsheet, and other software programs
- Transfer files in a variety of formats to leverage assets of various data and statistical products
- Understand and follow oral and written directions
- Communicate effectively orally and in writing
- Perform arithmetical and mathematical calculations
- Work with speed and accuracy
- Establish and maintain effective working relationships with others
- Maintain confidentiality of files, records, and other sensitive material
- Plan, organize, and coordinate work, including components of multiple projects
- Troubleshoot and solve project issues and problems
- Work independently and make sound decisions within appropriate limits of authority
- Meet schedules and timelines
- Learn record-keeping practices

Licenses and certificates

Possession of a valid California Class C driver's license and the use of a dependable automobile are required.

Working conditions

Positions in this classification are considered generally sedentary. Most work is performed while sitting at a desk and usually involves extensive use of computers, telephones, and other office equipment. Strenuous physical activity - such as lifting and carrying heavy objects, crawling, or stooping - is not generally associated with these positions. These positions are not typically exposed to significant safety hazards.



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Series

Administrative Support

Salary range 84

Approved by the Personnel Commission:

January 28, 2021