

JOB DESCRIPTION
Puyallup School District
Professional Technical Level 18

Educational Data Analyst – Developer

Purpose Statement:

The Educational Data Analyst-Developer position is responsible for building and supporting data and analytics solutions for use across the district. This position uses transactional and data warehouse systems to produce reports, graphics, and visualizations that are used to improve student outcomes. The analyst-developer works closely with application analysts, system engineers, district, and school leadership. This position reports to the Applications and Data Services Manager within the Technology department.

Essential Functions

- Provides primary support for enterprise data analytics platform, including customization of dashboards and user experience
- Establishes performance metrics with service provider for optimal data platform functionality and support; and monitors platform to ensure performance compared to those service metrics; as appropriate, collaborates with provider to improve performance
- Responsible for collection, cleaning, organizing, and maintaining integrity of district-wide data that originate in disparate systems.
- Ensures that role-based access to district data is maintained
- Collects requirements and use cases from stakeholders for the purpose of data informed decision making
- Develops and documents data models for the purpose of responding to user and administrative data needs
- Uses data analysis techniques/technologies to help identify, analyze, and interpret patterns/trends
- Designs, develops, and implements data visualization solutions
- Participates in meetings, workshops, and seminars for the purpose of conveying and/or gathering information required to perform essential functions and improve performance, functionality, and user experience
- Provides end user support for the purpose of conducting a wide variety of objectives within numerous areas of responsibility across the district, including, but not limited to, business office staff, teachers, librarians, office staff, district administrators and building administrators
- Serves as a resource to district personnel for the purpose of providing guidance on using data management tools
- Researches and evaluates solutions based on user needs
- Champions and promotes a culture of data analytics within the district

Other Functions

- Assists other personnel as may be required for the purpose of ensuring an efficient and effective work environment.

Job Requirements: Minimum Qualifications

Skills, Knowledge, and Abilities

- Ability to learn, understand, explain district data policies, processes, and procedures
- Ability to analyze data with attention to detail
- Ability to organize and keep accurate records
- Effective oral and written communication skills
- Skilled in operating standard office hardware and software
- Skilled in using visualization techniques to highlight useful data and identify trends in an easy to understand, compelling manner.
- Demonstrated high level of proficiency with enterprise information systems
- Demonstrate high level critical thinking and analysis skills
- Ability to set priorities and meet deadlines
- Ability to establish and maintain positive, effective working relationships with others
- Ability to work across a wide diversity of individuals, data, and departments
- Ability to plan and manage projects
- Ability to maintain confidentiality
- Ability to independently problem solve issues related to data accuracy, interpretation, security, and quality.

Responsibilities

Responsibilities include working independently under broad organizational guidelines to achieve unit objectives; leading, guiding, and/or coordinating others; and operating within a defined budget. Utilization of resources from other work units is often required to perform the job's functions. There is a continual opportunity to significantly impact the organization's services.

Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling; and significant fine finger dexterity. Generally, the job requires 60% sitting, 20% walking, and 20% standing. This job is performed in a clean and healthy office environment.

Experience

- 5+ years of job-related experience performing data analysis, data modeling, using spreadsheets tools and proficiency in Structured Query Language (SQL) are required.
- Preferred technical skills include Python, R, Tableau, Power BI, data warehousing.
- Knowledge of K-12 educational environment, data and systems is preferred

Education

Bachelor's degree in a related field or equivalent experience is required.

Required Testing

No pre-employment Proficiency Test is required
Insurability

Certificates/Licenses

Valid Driver's License and Evidence of

Clearances

Criminal Justice Fingerprint/Background Clearance