

**Instructional Leadership and Federal Programs
Data Analyst**

Purpose Statement

The Instructional Leadership and Federal Programs Data Analyst plays a critical role in supporting the district's information systems, services, and programs related to instructional programs and data analysis. This position collaborates with district staff and vendors to develop, implement, and maintain effective information systems. The Instructional Leadership and Federal Programs Data Analyst communicates with district staff and external organizations to increase knowledge, share information, and stay updated on new practices and solutions. This position is responsible for troubleshooting, collecting, reviewing, analyzing, and problem-solving related to information systems tools and providing guidance to the district team for increased efficiencies and effectiveness.

Essential Functions

- Collaborates with district teams and vendors to identify needs, document processes, define requirements for the development, implementation, and maintenance of informational systems, services, and programs.
- Communicates with district teams and external organizations to share new practices, methods, solutions, and reports, thereby increasing knowledge and promoting effective information sharing.
- Develops and maintains system defect and change to ensure system efficiency and accuracy, promptly addressing any issues that arise.
- Develops and documents data models to meet user and administrative data needs, including modifications and customized system reports.
- Responds to district staff by troubleshooting and problem-solving issues related to the use of information systems tools.
- Maintains a variety of records to ensure the availability of information and district services.
- Prepares technical and non-technical materials, documenting activities, providing written references, and explaining functionality and information flow.
- Develops and trains district end users in the utilization of information tools and learning new database and software applications.
- Manages information system support to ensure accuracy of data entered, the ability to access system information, and retrieve information in a usable format.
- Participates in meetings, workshops, and seminars to convey and gather information required to make decisions and perform job functions effectively.
- Serves as a resource to district teams by providing information and guidance for internal and external reporting and assisting with data management tools.
- Research solutions to analyze and document the impact on the district and benefits of potential solutions.
- Reviews, analyzes, and evaluates systems and user needs to solve problems and enhance new reports to meet specific requirements.
- Maintains a system of internal control to ensure compliance with state/federal regulations and manage compliance of district compensation information to audits from state/federal and third-party agencies.
- Directs and assists staff in special processing activities and monthly processes related to enrollment and achievement equity progress.
- Develops system reports for Instructional Leadership and Federal Programs to provide customized, accurate, and up-to-date information for intervention planning and other purposes.

- Serves as a liaison between Assessment, EdTec, Instructional Leadership, and Federal Program teams, facilitating effective communication and collaboration.

Other Functions

- Assists other personnel as may be required for the purpose of supporting them in completion of their work activities.
- Attend meetings as required for the purpose of supporting staff members in completion of their work activities.
- Participates in leadership team activities for the purpose of sharing and receiving information in support of district goals and initiatives.
- Establishes work group goals and objectives consistent with department and District goals.

Job Requirements: Minimum Qualifications

Skills, Knowledge, and Abilities

- Ability to learn, understand/explain district practices and procedures.
- Ability to analyze data with attention to detail.
- Ability to organize and keep accurate records.
- Effective oral and written communication skills
- Skill in operating standard office equipment
- Demonstrate competency in word processing and spreadsheet software.
- Demonstrate strong skills to interpret and integrate laws/enhancements into program processes.
- Demonstrated high level proficiency in data processing and accounting systems.
- Demonstrate high level of critical thinking and analysis skills.
- Ability to set priorities and meet deadlines.
- Ability to establish and maintain positive, effective working relationships with a variety of others.
- Ability to work with a wide diversity of individuals, work with variety of data, and variety of other staff members in other departments.
- Required to perform multiple, technical tasks with a need to periodically upgrade skills to meet changing job conditions.
- Ability to use pertinent software applications.
- Ability to plan and manage projects, analyze data utilizing a variety of complex processes and operate equipment using standardized methods.
- Ability to maintain accurate records and assist staff members with accuracy of information.
- Ability to perform accurate arithmetic calculations and to process statistical data.
- Ability to perform ten-key calculator with accuracy.
- Ability to maintain confidentiality.
- Ability to problem solve may require identifying issues and select action plans.
- Ability to problem solve data requiring independent interpretation of guidelines and systems.
- Ability to attend to detail and follow projects through to completion with a high degree of accuracy.
- Ability to work well under pressure.
- Knowledge of federal, state, local laws, regulations, and policies that govern public school district programs.

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; some stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally, the job requires 60% sitting, 20% walking, and 20% standing. This job is performed in a generally clean and healthy office environment.

Education and Experience

High school graduate with training in data modeling procedures and three years of increasingly responsible experience in data analysis preparation or record keeping work. Bachelor's degree in job related field preferred. Job related experience within specialized field. Previous school district eSchool experience on a computerized system preferred.

Required Testing

Successful completion of required tests

Continuing Educ./Training

Ongoing

FLSA Status

Non-Exempt

Certificates & Licenses

Clearances

Criminal Justice Fingerprint/Background Clearance