Job Description: Data Analyst

Qualifications:

- Bachelor's degree
- Experience in data analysis and data management
- Experience in operating computers, creating spreadsheets and reports

Duties:

- Serve as direct contact for data program provider
- Manage, collect, coordinate, and input system-wide data associated with the incentive program
- Create reports within data system for district and school use
- Maintain accurate records, reports, and documentation related to all data
- Review data to determine professional development needs for schools and district
- Assist teachers and principals in data access and use
- Oversees the training of district employees in the appropriate dissemination, collection, and submission of forms related to program data collection
- Create and manage surveys required by the incentive program
- Perform other related duties as assigned

Knowledge, Skills, and Abilities:

- Excellent written and verbal communication skills and the ability to manage multiple projects occurring simultaneously
- Ability to plan, organize, and prioritize activities
- Ability to operate a computer, create spreadsheets, input and analyze data