

Job Title: **IT Business Intelligence Specialist**  
 Job Family: **Non-Certified**  
 Pay Program: **Administrative**  
 Typical Work Year: **12 months**

Job Code: **061106**  
 FLSA Status: **Exempt**  
 Pay Range: **L06**

**SUMMARY:** Responsible for designing and developing visual analytic solutions for district data and reporting through SQL development. Supports District’s Data Dashboard solution by building additional views according to product roadmap and user requirements. Partners with stakeholders to understand and help shape business requirements and design visualizations. Provides strategic recommendations, best practices, and standards required to deliver effective and sustainable visualizations.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:** *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

<b>Job Tasks Descriptions</b>	<b>Frequency</b>	<b>% of Time</b>
1. Design, develop, and enhance data visualizations that make data more accessible, understandable, and actionable. Develop rich interactive visualizations that are intuitive, easy to use, and understand.	D	20%
2. Devise, develop, and deploy required data queries in response to business user needs.	D	15%
3. Participate at all stages of development including scope, objective, research, analysis, design, programming, testing, and implementation of computer based applications including MTSS application. Develop low-fidelity wireframes and technical documentation.	W	10%
4. Collaborate with Architect team to define business and technical requirements as features and user stories to align the solution and the design. Perform meaningful quantitative or qualitative analyses addressing impactful business issues or questions.	W	10%
5. Maintain existing dashboards used by the organization, ensuring data quality and accuracy.	D	10%
6. Design and deliver end-user training and training materials; provide technical support as necessary.	W	10%
7. Ensure the high adoption rate of dashboards by focusing on UI/UX and data quality of products created.	D	10%
8. Facilitates communication and collaboration across various district departments and employee levels.	D	5%
9. Work with the Data Management team to develop models in the data warehouse.	W	5%
10. Perform other duties as assigned.	Ongoing	5%

**EDUCATION AND RELATED WORK EXPERIENCE:**

- A bachelor’s or master’s degree in computer science, statistics, applied mathematics, data management, information systems, or a related quantitative field (or equivalent work experience) is required.
- Minimum of three (3) years of data or analytics experience.
- Minimum of three (3) years of experience with data visualization tools, such as Power BI (preferred) or Tableau with an aptitude to learn new tools.
- Minimum of three (3) years of experience working in a cross-functional team and collaborating with business stakeholders in support of departmental and/or multi-departmental data or analytics initiatives.
- PowerBI (Exam DA-100) or Tableau Desktop certification(s) preferred.

**LICENSES, REGISTRATIONS or CERTIFICATIONS:**

- Criminal background check required for hire.

**TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:**

- Demonstrated history of advanced customer service, communication and interpersonal skills.
- Familiarity with Microsoft TFS or other version control software.
- Experience in data sourcing, transformation, and clean up, using tools such as SQL (preferred), Alteryx, or programming languages such as Python or R.

- Knowledge of various chart types, other visualization elements, and the ability to leverage them to answer specific questions.
- Ability to build complex calculations to manipulate data.
- Ability to format (UI/UX) your visualizations and dashboards for maximum impact.
- Experience developing and shaping data with SQL.
- Advanced knowledge of Excel (pivot tables, charting, macros, and calculations).
- Understanding of data architecture.
- Strong verbal and written communication skills.
- Ability to communicate, interact and work effectively and cooperatively with employees across the organization.
- Ability to promote and follow Board of Education policies, District Policies, School and Department procedures.
- Ability to engage in effective communication, collaboration, and teamwork with individuals from diverse backgrounds, cultures, and perspectives, while demonstrating respect and appreciation for their differences.
- Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment and report unsafe conditions to the appropriate administrator.
- Ability to stay current with district policy, standards and training in the areas of data quality, data privacy, and cybersecurity with respect to student and staff data, and related information systems.

**MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:**

- Office productivity applications, Student Information Systems, Enterprise applications, and other IT applications.

**REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:**

	POSITION TITLE	JOB CODE
<b>Reports to:</b>	Director, Educational Support Systems	TBD

	POSITION TITLE	# of EMPLOYEES	JOB CODE
<b>Direct reports:</b>	This job has no supervisory responsibilities		

**BUDGET AND/OR RESOURCE RESPONSIBILITY:**

**PHYSICAL REQUIREMENTS & WORKING CONDITIONS:** *The physical demands, work environment factors and mental functions described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

PHYSICAL ACTIVITIES:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand		X		
Walk			X	
Sit			X	
Use hands and fingers to handle and/or feel		X		
Reach with hands and arms		X		
Climb or balance		X		
Stoop, kneel, crouch, or crawl		X		
Talk			X	
Hear			X	
Taste	X			
Smell		X		

WEIGHT and FORCE DEMANDS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds			X	
Up to 25 pounds		X		
Up to 50 pounds		X		
51 to 100 pounds	X			
More than 100 pounds	X			

MENTAL FUNCTIONS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Compare			X	
Analyze				X

<b>MENTAL FUNCTIONS:</b>	<b>Amount of Time</b>			
	<b>None</b>	<b>Under 1/3</b>	<b>1/3 to 2/3</b>	<b>Over 2/3</b>
Communicate				X
Copy		X		
Coordinate				X
Instruct				X
Compute			X	
Synthesize			X	
Evaluate			X	
Interpersonal Skills				X
Compile		X		
Negotiate				

<b>WORK ENVIRONMENT:</b>	<b>Amount of Time</b>			
	<b>None</b>	<b>Under 1/3</b>	<b>1/3 to 2/3</b>	<b>Over 2/3</b>
Wet or humid conditions (non-weather)	X			
Work near moving mechanical parts	X			
Work in high, precarious places	X			
Fumes or airborne particles	X			
Toxic or caustic chemicals	X			
Outdoor weather conditions	X			
Extreme cold (non-weather)	X			
Extreme heat (non-weather)	X			
Risk of electrical shock		X		
Work with explosives	X			
Risk of radiation	X			
Vibration	X			

<b>VISION DEMANDS:</b>	<b>Required</b>
No special vision requirements.	
Close vision (clear vision at 20 inches or less)	X
Distance vision (clear vision at 20 feet or more)	
Color vision (ability to identify and distinguish colors)	X
Peripheral vision	X
Depth perception	X
Ability to adjust focus	X

<b>NOISE LEVEL:</b>	<b>Exposure Level</b>
Very quiet	
Quiet	X
Moderate	
Loud	
Very Loud	