



SAN MATEO UNION HIGH SCHOOL DISTRICT

CLASSIFIED JOB DESCRIPTION

JOB TITLE: STUDENT DATA ANALYST
REPORTS TO: Assistant Principal-Instructional Services/
Director of Adult School **SITE:** All Schools
CLASSIFICATION: Classified Bargaining Unit **WORK YEAR:** 12 Month
SALARY: Range 144 – Classified Salary Schedule
APPROVED BY THE BOARD OF TRUSTEES: November 12, 2020

JOB SUMMARY:

Under the direct supervision of the Assistant Principal Instructional Services and the general supervision of the Principal/Director of Adult School, and in conjunction with school site counselors and District Instruction Department, is responsible for the quality, integrity, and completeness of essential student records. The Student Data Analyst will employ an advanced level of proficiency in the utilization of word processing, spreadsheets, including Excel, databases, and other information management tools to organize, evaluate, and analyze student data derived from diverse and dissimilar sources and produce cohesive, comprehensive reports for teachers, staff, and administration; including, but not limited to, the development of queries and consequent reports; evaluate, process, maintain accurate confidential student information and record course work and credits, student grades and grade point averages; and input of assessment and testing data. Perform other related duties as assigned.

JOB SUMMARY FOR ADULT SCHOOL:

Under the direct supervision of an Assistant Director and the general supervision of the Director, is responsible for the quality, integrity, and completeness of essential student records and outcomes that relate to the tracking learning gains & student personal goals software system (TOPSpro). The Student Data Analyst will employ an advanced level of proficiency in the utilization of word processing, spreadsheets, including Excel, databases, and other information management tools to organize, evaluate, and analyze student data derived from diverse and dissimilar sources and produce cohesive, comprehensive reports for teachers, staff, and administrations; including, but not limited to, the development of queries and consequent reports to assist the administration in compiling year-end school reports for submission to the state; and maintenance of accurate confidential student information which includes input of assessment and testing data. Ability to interpret and apply Federal, State and District policies and various agency legislation related to analysis of student performance and reporting requirements. Perform other related duties as assigned.

ESSENTIAL FUNCTIONS:

1. Input code section in master's schedule in AERIES (Student Information System) according to CALPADS state mandated reporting requirements.
2. Input, process and extract a variety of students' data in an assigned computer system (i.e. AERIES and Canvas).
3. Establish and maintain automated records and files; initiate queries, format data, develop spreadsheets and generate a variety of computerized reports and documents related to student test results, enrollment, assessment and programs; assure accuracy and completeness of input and output data.
4. Monitor, evaluate, and certify graduating students, including ordering of diplomas.
5. Request, evaluate and analyze transcripts, and other related records for new incoming students.
6. Maintain accurate student records, including grades, coursework completed, test scores, and class schedules.
7. Work with faculty to ensure careful monitoring of grading process.
8. Review and analyze all grades earned, credits completed, including summer school coursework.

9. Respond to inquiries regarding student information from students, parents, staff, other schools, colleges, employers and authorities; verify and provide information contained in permanent student records in accordance with applicable law, board policies and procedures.
10. Generate reports for CBEDS/CALPADS state mandated reporting requirements.
11. Assist in developing and maintaining the Master schedule.
12. Prepare official transcripts for students and Alums.
13. Record and maintain teachers' records of curriculum coursework and grade books.
14. Assemble and send necessary form to teachers for recording grades.
15. In coordination with Counselors and the District Instructional Department, track new laws and regulation as they apply to Student Data.
16. Research and train in the latest technology as it relates to the ability to track student information and communicate information to faculty and staff.
17. Create customize dashboard (shared classroom) in Canvas, update and maintain.
18. Assist and provide back end support to staff in utilizing software program related to student needs.

ESSENTIAL FUNCTIONS FOR ADULT SCHOOL:

- Create and perform complex queries and statistical reports.
- Prepare and generate variety of reports, surveys, and statistics related to student completion of student goals.
- Maintain accurate student records, including, test scores, and class schedules.
- Import data from Adult School Attendance Program.
- Export data to TOPSpro.
- Maintain data integrity using internal reports.
- Set up sites, classes and teachers in tables, design and run queries.
- Print and enter TOPSpro data.
- Set performance goals, report actual outcomes and monitor local agency performance.
- Generate reports for the Federal and State government.
- Monitor Federal Tables goal attainment.
- Coordinate testing and data collection.
- Conduct surveys of Core Performance measures on student outcomes.
- Collect information on student goal attainment.
- Workforce Investment Act (WIA) Title 2 questionnaire.
- Research and train in the latest technology as it relates to the ability to track student information and communicate information to faculty and staff.

Employment Standards:

- Incumbent must be able to perform essential functions above with or without reasonable accommodation.
- Incumbent must maintain a positive, helpful, constructive attitude and working relationship with the department supervisor and departmental employees, other District employees, administrators, the Board of Trustees, students, parents and the general public.

QUALIFICATIONS:

Education/Training Experience

- Two-year degree and/or equivalent experience.
- Three years of working in a leadership role/experience in an educational environment desirable.

For Adult School Only:

- Strong background in database management.
- Ability to interact with public to collect personal outcome information as well as competence to coordinate standardized test data for 7,000 students.

KNOWLEDGE OF:

- Accurate record-keeping methods and practices.
- Advanced word-processing, presentation software, spreadsheet, databases, including creating complex queries.
- Correct English usage, grammar, spelling, punctuation and vocabulary.

- Interpersonal skills using tact, patience and courtesy.
- Oral and written communication skills.

ABILITY TO:

- Interpret and apply District policies and various agency legislations related to analysis of student performance and reporting requirements.
- Use District identified database software and computers to maintain accurate student information and records.
- Provide specialized information and assistance to students and parents concerning enrollment, withdrawal, and graduation from high school.
- Plan, schedule and coordinate work.
- Post, check and maintain files and statistical records accurately.
- Strong interpersonal and leadership skills.
- Demonstrated ability of efficiency and accuracy/attention to detail.
- Critical thinking skills, as well as the ability to multi-task in a busy environment.
- Strong analytical and organizational skills.
- Work independently with little direction.
- Analyze situations accurately and adopt an effective course of action.
- To remain calm and patient in stressful situations.
- Identify workplace hazards and/or unsafe conditions and take appropriate action to correct same.
- Meet schedules and time lines.
- Work confidentiality with discretion.
- Communicate effectively both orally and in writing.
- Establish and maintain cooperative, sensitive and effective working relationships with students, parents, staff and the public.
- Observe health and safety regulations.
- Meet District standard of professional attitude as outline in Board Policies 4119.21, 4219.21, & 4319.21, Professional Standards for Classified Employees.

WORKING CONDITIONS:

- High school office environment.
- Noise level in working environment is high to moderate.
- Constant interruptions.

PHYSICAL DEMANDS/WORKING CONDITIONS WITH OR WITHOUT REASONABLE ACCOMMODATIONS

- Ability to sit for long periods of time.
- Ability to work in a fast paced environment
- Ability to operate a computer keyboard and calculator.
- Ability to multitask in a busy environment
- Ability to tolerate noise level in the working environment.

OTHER REQUIREMENTS (PRIOR TO EMPLOYMENT):

- Must successfully pass the District's pre-employment Department of Justice Live Scan fingerprinting.
- Must successfully pass the District's pre-employment tuberculosis testing.

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of the position and are not intended to reflect all duties performed within the job. Incumbents may be required to perform other job-related tasks other than those specifically presented in the description.

SMUHSD is an equal opportunity employer in compliance with the Americans with Disabilities Act and all other applicable Federal, State, and Local regulations.

SMUHSD Equity Vision

Vision: All students will learn in a safe, inclusive and equitable environment that validates, respects and honors their unique backgrounds, interests and identities.

Mission: We will continually identify, disrupt and eliminate institutional biases and barriers to ensure that all students have the skills and knowledge to thrive physically, emotionally, and academically.

Equal Opportunity Employer Statement

San Mateo Union High School District is an equal-opportunity employer that is committed to diversity and inclusion in the workplace. We prohibit discrimination and harassment of any kind based on race, color, sex, religion, sexual orientation, national origin, disability, genetic information, pregnancy, or any other protected characteristic as outlined by federal, state, or local laws.

This policy applies to all employment practices within our organization, including hiring, recruiting, promotion, termination, layoff, recall, leave of absence, compensation, benefits, training, and apprenticeship. SMUHSD makes hiring decisions based solely on qualifications, merit, and business needs at the time. For more information, read through our [Nondiscrimination in Employment](#) policy.

[Equity Flyer](#)

[BP0415.1 Racial Equity](#)

[AR0415.1 Racial Equity](#)

DISASTER SERVICE WORKERS:

All San Mateo Union High School District employees are designated Disaster Service Workers through state and local law (California Government Code Section 3100-3109). Employment with the District requires the affirmation of a loyalty oath to this effect. Employees are required to complete all Disaster Service Worker-related training as assigned, and to return to work as ordered in the event of an emergency.