

**ST. MARY PARISH PUBLIC SCHOOLS  
DATA ANALYST JOB DESCRIPTION**

**POSITION:** Data Analyst

**REPORTS TO:** Chief Technology Officer

**TERMS OF EMPLOYMENT:** 12-Months

**SALARY RANGE:** Salary in accordance with the approved St. Mary Parish Salary Schedule.

**CLASSIFICATION UNDER FAIR LABOR STANDARDS ACTS (FLSA):** Exempt

**QUALIFICATIONS:** Bachelor's Degree in related field. Three years' professional experience preferred.

**EVALUATION:** Performance of this job will be evaluated in accordance with provisions of the St. Mary Parish School Board Policy GBI-Evaluation.

**PERFORMANCE RESPONSIBILITIES:**

1. Define requirements for improving or replacing systems.
2. Assist in the design of automated portions of systems.
3. Document current systems operations.
4. Plan, organize and control the overall activities of electronic data processing, including systems analysis, programming, and computer operation activities as related to the district's business operations, instructional programs, research activities, and pupil record keeping.
5. Review, analyze, and improve existing systems, procedures, and methods; determine and resolve causes of system problems.
6. Confer with management and staff to discuss project requests; determine project feasibility and establish project priorities.
7. Conduct in-service programs to keep personnel informed as to applications the district is currently using.
8. Serve as a consultant to the instructors in data processing in the vocational arts program.
9. Regularly evaluate the district's use of data processing and recommend alterations and expansion as necessary.
10. Prepare instructional training material for users of the system, conduct user training sessions.
11. Participate in the implementation of a new system or procedure by ensuring conformity between the conceptual plan and execution.
12. Confer with personnel of operating units to revise plan for obtaining and standardizing input data.
13. This position is an approved position for telework when there is work available to perform in the event of an unexpected office closure.
14. As an exempt employee, job responsibilities may require work beyond normal working hours with no additional compensation.
15. Perform such tasks and assume responsibilities as the Chief Technology Officer, Superintendent or designee may assign.

**PROFESSIONAL RESPONSIBILITIES:**

1. Maintain professional personal appearance and demonstrate respect for colleagues.
2. Attend work regularly; report to work on time; and provide advance notice of need for absence.
3. Complete work efficiently and accurately (with few/no errors) within deadlines without supervision.
4. Perform job responsibilities consistently, use time wisely, plan properly, take care of materials and equipment.
5. Maintain confidentiality and demonstrate trustworthiness; exercise good judgment.
6. Support, implement, assist with, and/or ensure application of district initiatives and other programs or directives of the Superintendent and Board.
7. Keep the direct supervisor informed of the progress being made in the area(s) of responsibility.
8. Keep abreast professionally by attending local, regional, state, or national meetings and/or staff development that address area(s) of responsibility as directed by the supervisor.
9. Complete and submit all forms, reports, documentation, and training by required dates and in accordance with district policies and procedures.

10. Remain open to suggestions and innovative ideas; receive and apply feedback.
11. Demonstrate competence in areas of responsibility.
12. Exert every effort to constructively involve stakeholders in all professional settings.
13. Communicate appropriately and work effectively with all populations.
14. Exhibit desirable qualities such as commitment to job responsibilities, enthusiasm, cooperation, sense of humor, creativity, tact, positive attitude/work ethic, dependability, punctuality, self-discipline/control, poise, voice control, effective nonverbal communication, professional appearance, initiative, and a genuine concern and interest for others.
15. As an exempt employee, job responsibilities may require work beyond normal working hours with no additional compensation.
16. Follow the specific requirements established by the School Board (LEA), State Department of Education (SDE), the State Board of Elementary and Secondary Education (SBESE), and/or Federal regulations and guidelines established by each.
17. Perform any duty, not specifically assigned, as deemed necessary by the assigning authority in order to maintain continuity where needed.

**PHYSICAL DEMANDS:** The employee must be able to perform each essential duty satisfactorily. The requirements described herein are representative of the knowledge, skill, and/or ability essential to job performance. While performing duties, the employee is frequently required to stand, walk, speak, hear, and sometimes sit. The employee may occasionally push or lift up to 50 lbs., such as boxes of materials and technology carts. The employee is frequently exposed to a work environment noise level, which is moderate to loud. The employee must have sufficient visual acuity to be able to work with computer monitor, print texts, and handwritten documents. The employee must possess basic language and communication skills to read, write, discuss, and present information to others in a clear, concise manner. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Information contained in this job description is in compliance with the American with Disabilities Act (A.D.A.).

**This job description is designed to provide a general overview of the requirements of the job and is not designed to cover or contain a comprehensive listing of all functions, duties, or responsibilities that are required of this position. Functions, duties, or responsibilities may change, or new ones may be assigned at any time with or without notice. The St. Mary Parish School Board reserves the right to revise the job description at any time.**

I, \_\_\_\_\_, have read and received a copy of this job description and understand that a copy of this signed job description will become part of my personnel file. I fully understand the requirements, duties, and responsibilities of the position. I can perform the duties and responsibilities as outlined, with or without reasonable accommodation. I understand that my job duties and responsibilities may change on a temporary or regular basis according to the needs of the district and, if so, I will be required to perform such duties and responsibilities. If I have any questions about job duties, I should discuss them with my immediate supervisor or a member of the Human Resources Department.

**SIGNATURE** \_\_\_\_\_ **DATE** \_\_\_\_\_