



**JOB DESCRIPTION**

<b>Job Title</b>	Information Analyst
<b>Department</b>	Information Technology
<b>Reports To</b>	Director of Technology
<b>Classification</b>	Non-Affiliated
<b>Location</b>	Administration Building
<b>Salary</b>	On Schedule
<b>Length of Contract</b>	12 Months

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees may be required to follow other job-related instructions and to perform other job-related duties as requested, subject to all applicable state and federal laws. Certain job functions described herein may be subject to possible modification in accordance with applicable state and federal laws.

**Job Summary**

The Information Analyst works collaboratively with all stakeholders regarding successful use of the District’s student data and surveying systems to internal and external constituents; designs, modifies, develops, maintains, and implements data software and tracking systems; creates reports/dashboards, develops data bases and serves as a resource to district staff.

**Essential Job Functions**

- Design, implement, maintain, validate, and analyze data maintained in databases to ensure accuracy; identify areas where data quality requires improvement and collaborate with team members to resolve issues.
- Work collaboratively with district staff and vendors to create reporting tools that utilize the district’s data warehouse to ensure that accurate assessment data capture pertinent academic and climate indicators school-wide and at the student level to inform instructional practice and training.
- Develop and compile reports, charts, and/or graphs that describe and interpret findings of analyses.
- Participate in committee activities and collaborate with others on system development, integration, and implantation of interfaces with other data systems.
- Conduct research projects and program evaluations using qualitative and quantitative data on questions of interest.
- Develop and support implementation of tools for the District Strategic Plan and the School Improvement Plans (SIPs).

**Ancillary Job Functions**

- Performs other related duties as assigned.

**Required Qualifications** – Required qualifications to effectively perform the job at the time of hire. An equivalent combination of education, training, and experience will be considered. Additional requirements and/or substitutions may be requested and require the approval of HR.

- Bachelor’s Degree or higher with training.
- Minimum of three years of related professional experience.
- Expertise with databases, spreadsheet programs, and report writers.

**Preferred Qualifications** – Highly desired education, training, and/or experience that may be helpful in performing the job, if applicable.

- Experience in each of the following:
  - Strong analytical background with information technology experience
  - Experience with reporting tools
  - Proficient in Microsoft Office: Outlook, Excel, PowerPoint, and Word
  - Experience with a Student Information System
  - Experience with survey software
  - Experience on a school leadership team

**Knowledge, Skills, and Abilities** – May be representative, but not all-inclusive, of those commonly associated with this position.

- Ability to manage and complete multiple tasks and complicated detail work in an organized fashion in the face of changing priorities.
- Ability to make independent decisions, exercise sound judgment, and meet schedules and time frames consistently.
- Ability to learn and use a variety of software applications.
- Ability to read and comprehend technical narrative material including manuals, handbooks, and instructional memoranda for application to daily work.
- Ability to communicate effectively orally and in writing.
- Ability to work cooperatively as a team member and with diverse staff.
- Ability to maintain a customer service orientation.
- Knowledge of research and evaluation theory and methodology.
- Knowledge of mathematics, measurement, and standard statistical methods and their application to the analysis and evaluation of complex social, economic, and other data.
- Knowledge of FERPA and the protection of student data.
- Ability to facilitate small and large groups.
- Broad general knowledge of best practices and research in curriculum, assessment, and instruction.
- Ability to keep and maintain accurate records and to meet deadlines.
- Knowledge of assessment systems.
- Knowledge of state data expectations.
- Demonstrates an understanding and use of differentiation in educational practices to address the achievement gaps.
- Ability to serve as a positive role model for students, demonstrating responsible and thoughtful behavior.

**Work Environment** – Environmental or atmospheric conditions commonly associated with the performance of the functions of this job.

- Normal school/office environment and moderate noise levels.

**Physical Requirements** – The physical demands 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 essential functions.

- Must be able to sit and work at desk/computer for extended periods of time
- Must be able to have repetitive wrist/hand/finger movement to work on computer and/or related office equipment.
- The employee shall remain free of any alcohol or illegal substance in the workplace in compliance with Policy 4122.01 throughout his/her employment in the District.