

CLASS SPECIFICATION

STUDENT INFORMATION
DATA ANALYST

DEFINITION

Under the general supervision of the Executive Director, Educational Services, performs a wide variety of technical systems functions of student/teacher data, assists in the development and maintenance of a variety of files and records, and the preparation of reports; provides information and assistance on sensitive and confidential matters; assumes and performs other related work as necessary or required.

REPRESENTATIVE DUTIES

- Maintain a high degree of confidentiality regarding all aspects of the Cypress School District.
- Follow Board Policies, Administrative Regulations, and Standard Operating Procedures and explain to stakeholders as needed.
- Exercise appropriate judgment and discretion, requesting assistance when needed.
- Independently handle inquiries and concerns, and resolve problems on his/her initiative where matters do not require the personal attention of the administrator.
- Perform a variety of functions in support of student/teacher data using various platforms such as CALPADS/AERIES/SEIS; will clearly, accurately, and timely identify analyze resolve, update and upload data issues and concerns.
- Initiate queries, develop spreadsheets, and generate computerized reports and documents; assure the accuracy of input and output data.
- Read, understand, and accurately interpret federal and state policies, procedures, regulations and guidelines and relay technical information.
- Collaborate with all stakeholders, outside agencies, and the public to exchange information and resolve issues or concerns.
- Train appropriate staff on platforms used for student data information.

ORGANIZATIONAL RESPONSIBILITIES

This is a single-position classification which operates under the supervision of the Executive Director of Educational Services; this position may provide guidance to school office staff and various district personnel.

QUALIFICATIONS

To perform this job successfully, an individual must possess the following:

Knowledge of:

- Modern office methods, procedures, terms, and equipment
- Word processing, spreadsheet, database, internet, and email computer applications
- Standard record keeping, filing systems, and procedures
- District functions, policies, rules, and regulations
- Business office telephone techniques and etiquette
- Correct English usage, spelling, grammar, and punctuation; proofreading and editing
- Interpersonal skills using tact, patience, and courtesy

Ability to:

- Perform complex duties, including independent judgment requiring accuracy and speed
- Devise or adapt office procedures to changing organizational needs
- Utilize standard office software (e-mail, calendar, task management, word processing, graphics, presentations, spreadsheets, and database applications)
- Utilize web-based technologies
- Prepare clear and comprehensive reports
- Keep complex records and files
- Understand and interpret specific rules, laws policies, and written directions, and apply them with good judgment in a variety of situations
- Effectively meet the public and employees in situations requiring tact and poise
- Compose correspondence independently
- Work with accuracy and pay precise attention to details
- Perform accurate mathematical calculations
- Work cooperatively with others
- Multitask and effectively prioritize job duties

Experience and Training:

- Any combination of experience and training in computer technology, data analysis, and student information systems.
- Two years of responsible clerical experience that has provided the applicant with the knowledge and abilities listed above.

Education:

- High school graduation or equivalent.
- Course work in related computer applications is desirable.

PHYSICAL DEMANDS AND WORKING CONDITIONS

This position classification generally performs duties in an office setting, but may periodically be required to lift, push, and/or pull objects normally not to exceed thirty (30) pounds, and may involve heavier objects up to fifty (50) pounds with assistance. This classification may involve sitting for extended periods of time, as well as standing, walking, bending, twisting, stooping, and

reaching in order to perform the duties of this job. Repetitive use of fingers and hands to operate a keyboard and other office equipment is necessary, as is hearing and speaking ability sufficient to provide information via phone/communication devices and personal contact. This position works at a computer for extended periods of time, requiring close vision, color vision, depth perception, and the ability to focus. The position may demand meeting deadlines with time constraints, and may involve performing job duties in more than one location. Have direct contact with public and other district staff, frequently in difficult and/or negative interpersonal situations; negative interaction resulting from these contacts can result in stressful situations. There may frequently be high work volume and work without direct and/or constant supervision

Approved: February 12, 2008

Revised: May 13, 2021