Position: Research and Data Analyst II	FSLA: Non-exempt
Department: Research and Data	Salary Grade: 18
Reports to: Coordinator of Research and Data or Designee	

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

OVERALL OBJECTIVE AND SUMMARY

The Research and Data Analyst position consists of four levels of increasing responsibility and skill. At this second level, the Research and Data Analyst is responsible for maintaining and supporting the student information system and other information systems; providing direction, training, and technical assistance to school staff; preparing data and reports; registering and enrolling students; providing support to staff and students' families for various student information system needs; and performing related work as required.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Essential responsibilities and duties may include, but are not limited to, the following:

- Works with school staff regarding the enrollment, attendance, scheduling, grading and school setup processes
- Provides training and assists staff with master scheduling, the student information system and related software; attends assigned conferences to provide and receive training
- Provides assistance for department or site programs and projects
- Coordinates registration and enrollment processes; and work with school staff and students' families to ensure students are successfully enrolled for school
- Supports and maintains other district software such as the data warehouse and various educational software applications
- Assists in the development of any custom forms, reports or exports for the SIS program; and perform related work as required
- Troubleshoot various technical issues related to the student information system via phone, e- mail or in person and consults with in-house IT staff for issues that may need to be escalated to outside technical support representatives to resolve the issue
- Compiles and prepares data to be sent to the federal government, state, district and other outside agencies or departments within the school
- Attends a variety of meetings with school site personnel to exchange information concerning student information system software projects, support staff, data, implementation and maintenance
- Assists with school efforts to enhance the student information system to better serve the needs of the users and the community
- Assists in the creation of letters, memoranda, news releases, bulletins, user documentation, manuals and other advanced technical documents
- Continues developing knowledge and skills in research and data related to this position
- Performs other duties as assigned that support the overall objective of the position

QUALIFICATIONS

Knowledge of:

- Duties and responsibilities of the Research and Data Analyst I
- Research and evaluation, data collection, statistical analysis, and data reporting methods
- Student information system and supporting programs

- Principles, theories, problems and practices pertaining to computer operations, peripheral equipment and customer support
- Word processing, spreadsheet, desktop publishing and database management software
- District policies, procedures related to program evaluation
- Student enrollment procedures and requirements with regard to record-keeping and report preparation techniques
- Requirements and restrictions of database concepts
- Applicable sections of the State Education Code, legal requirements and regulations pertaining to student records and attendance
- Telephone techniques and etiquette
- Interpersonal skills using tact, patience and courtesy
- Principles of training and providing help desk support
- Proper English usage, grammar, spelling, and punctuation

Ability to:

- Perform the duties and responsibilities of the Research and Data Analyst I
- Organize, compile, and analyze data; accurately produce and interpret findings; and create narrative and graphic explanations of that data
- Prepare reports for district, county, state, federal, or other reporting purposes
- Support instructional leaders and teachers through the interpretation and use of assessment research and evaluation
- Maintain the district's student information system
- Operate a computer and related software
- Maintain confidentiality of sensitive information, following district policies and state law
- Communicate clearly and concisely, both orally and in writing
- Train others and provide help desk support
- Interact positively, flexibly and patiently while having to multi-task with co-workers, supervisors, community and vendors to maintain cooperative and effective working relationships
- Handle a multitude of responsibilities with minimal supervision
- Read and interpret documents such as operating and maintenance instructions, and procedure manuals
- Define problems, collect data, establish facts and draw valid conclusions
- Carry out detailed written, oral and technical instructions
- Learn new skills to keep current with technology changes
- Meet schedules and timelines
- Analyze situations accurately and adopt an effective course of action
- Prioritize and schedule work
- Review and verify input and output data to assure accuracy and efficiency

PHYSICAL ABILITIES

The physical demands described here 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.

This position requires:

- Requires the ability to function effectively indoors in an office environment engaged in work of primarily a sedentary nature and to accomplish the following, with or without reasonable accommodation
- Position involves light to medium walking, standing, stooping carrying and lifting of lightweight materials (under 25 pounds)

- Requires visual acuity to read numbers, letters, and images
- Requires hand and finger dexterity to use a keyboard at an advanced rate, and hand-eye coordination to use a computer pointing device
- Requires speaking and hearing ability sufficient to hear over phone and carry on routine conversations

EDUCATION AND EXPERIENCE

- Any combination equivalent to: Bachelor's Degree; five years of increasingly responsible experience in K-12 education or social science research, database management, or related field; or demonstration of proficiency in the knowledge and skills required for this position
- Experience managing student information systems, databases, and data reporting is desired

LICENSES AND CERTIFICATES

Possession of a valid California Drivers' License and proof of insurance are required.