

STUDENT INFORMATION DATA ANALYST

Classification: Technology

Location: Technology

Reports to: District Administrator

FLSA Status: Non-Exempt

Bargaining Unit: OSEA

This is a standard position description to be used for positions with similar duties, responsibilities, classification and compensation. Employees assigned to the position description may or may not perform all of the essential functions indicated in this position description.

This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Part I: Position Summary:

This position works with minimal direction to coordinate and monitor the collection, verification, and validation of student data, and to compile reports that meet state and federal requirements. The Student Information Data Analyst works with district administrators to research and analyze K-12 data from various sources to improve the school district's overall operations and enhance the instructional program. In addition, the analyst acts as an application developer, taking on specific projects such as the development of web-based data tools as directed to meet the needs of the district. The analyst is expected to coordinate with users in the development phase to define projects in terms of scope, vision, objectives, requirements, constraints, and impact.

Part II: Supervision and Controls over the Work:

The Student Information Data Analyst performs technical work under the supervision of a district administrator. The nature of the work requires adherence to standard procedures, as well as policies and regulations. Independent judgment and decision-making is required in matters not having established procedures. As a member of the Technology & Information Services department, the Student Information Analyst handles highly sensitive information and must maintain the absolute integrity of systems and the confidentiality of classified data. The Student Information Analyst interfaces with managers and users across the organization. While not having direct supervisory responsibilities, the Student Information Analyst provides leadership, mentoring, and informal supervision to Systems Support Specialists.

Part III: Major Duties and Responsibilities:

1. Managing Student Information Systems: Works directly with Educational Service Districts and application vendor representatives to maintain the integrity of information contained in the student information system or other databases.

Leads the process of various SIS setup options, including reviewing, modifying, and adding data to the online registration system, student enrollment rollover, school and grading setup, and student program rollovers.

Leads process of developing and revising procedures, standards, and guidelines relating to the district's SIS setup, integration of information, enhancements, upgrades and other implementations of additional components; confirm updates, assist with overall system functionality and coordinate the implementation of software upgrades, system revisions, determine system responsiveness to new or altered reporting formats; and recommend system enhancements as appropriate.

Collaborates with colleagues and cross-functional district teams to participate in coordinating the planning, implementation, and maintenance of features within the student information system. Creates SIS training materials and user guides to ensure schools maintain student data in accordance with local, state, and federal laws, codes, policies, guidelines, and rules.

Responds to requests from users for a variety of student information system support needs and escalated troubleshooting of problems related to student records, documents, and resolves requests for service. This support may include correcting system issues identified by schools or other district departments; may enter or correct data on behalf and in support of school or district personnel.

2. Managing Student Information Data in External Systems: Oversees user access, integration, and presentation of data in data analytics or other third-party software. Works directly with the application vendor representatives to convert and resolve SIS data to external program databases. Confirms and validates data between the SIS and software. Troubleshooting and obtaining a resolution for student data systems software issues.
3. Data Reporting Presentation: Uses Developer Tools to modify presentation of data in analytic or other software systems. Identify data anomalies and irregularities and provide solutions. Troubleshoot incorrect data and determine a resolution.

Respond to inquiries regarding data presented in the data dashboard. Verifying and validating student data in the SIS. Assure the integrity and accuracy of system data, conduct regularly scheduled reviews and audits of information and run reports to validate and/or reconcile data; develop tables, perform batch data updates, export, import, clean-up, adjust and correct data and research errors or discrepancies within the system as appropriate to ensure system and information accuracy; inform originators of discrepancies and of the need to correct or redo submittals as necessary.

Coordinates and monitors the collection, verification, and validation of critical data as related to student information. Obtains, evaluates, cleans, merges, and formats large datasets from internal or external sources. Accurately validates information between data systems.

Serves as a trainer and technical resource in testing, assessment, and utilization of related software systems.

4. Performs other duties as assigned.

Part IV: Minimum Qualifications:

- Bachelor's degree in education, math, statistics, computer science, or related field, and/or an Associate's Degree equivalent, and 2 years of demonstrated experience in data analysis, reporting, or related field.
- Ability to plan, develop, execute, and support projects for new technical solutions and enhancements to existing systems meeting stakeholder requirements.
- Ability to maintain confidentiality in all matters related to student information, school and district performance on state and federal accountability measures, school and district funding, and similar highly-sensitive information.
- Knowledge of K-12 education systems, including school and district operations, the relationship between student information systems and school funding or accountability, and common education vernacular.
- Ability to work effectively with school, district, ESD, and state department of education staff.
- Demonstrated project management skills.
- Working knowledge of relational database management (RDMB), SQL, and data analysis tools.
- Experience managing data extracts and imports between database platforms. Working knowledge of relational database management (RDMB), data analysis tools. Knowledge of data warehouse and data management methodologies.
- Excellent oral, written communication and presentation skills and the ability to prepare accurate records, reports, and documentation in clear and simple context.
- Successful experience in working with culturally diverse families and communities, or have otherwise demonstrated a commitment to strengthening engagement of a diverse community and skill in communicating with a diverse population.

Part V: Desired Qualifications:

- Experience working with standard platforms, languages, and libraries for application development (PHP, CSS, HTML, SQL, MySQL)
- Bilingual and Bicultural skills.

Part VI: Physical and Environmental Requirements of the Position:

The physical demands and work environment 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.

- While performing the duties of this job, the employee is frequently required to sit, talk, lift, carry, move about, hear and speak. Employee may be required to perform extensive work at a computer display terminal.
- The employee must occasionally lift and/or move up to 25 pounds.
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.
- Employee may be required to interact with clients, customers, and staff who are emotionally upset, angry or distraught. In such interactions, employee must be able to maintain control, decorum and professionalism.