Board Approved: October 14, 2026
Salary Schedule: 256; Row: 1

The Governing Board desires to provide a positive work environment where employees and job applicants are assured of equal access and opportunities and are free from harassment in accordance with law. The Board prohibits district employees from discriminating against or harassing any other district employee or job applicant on the basis of the person's actual or perceived race, religious creed, color, national origin, ancestry, age, marital status, pregnancy, physical or mental disability, medical condition, genetic information, veteran status, gender, gender identity, gender expression, sex, or sexual orientation. BP 4030 The Governing Board prohibits sexual harassment of district employees and job applicants. The Board also prohibits retaliatory behavior or action against district employees or other persons who complain, testify or otherwise participate in the complaint process established pursuant to this policy and administrative regulation. BP 4119.11, 4219.11, 4319.11

JOB TITLE: **EDUCATIONAL DATA SYSTEMS ANALYST**

JOB PURPOSE: Under the direction of the Assistant Superintendent of Educational Services or designee, the Educational Data Systems Analyst performs advanced technical and analytical work to support the accuracy, integrity, analysis, and reporting of educational data across the District. The position collaborates with the Student Information Systems (SIS) Coordinator, Educational Services, Human Resources, Business Services, Technology Services, and school sites to validate and analyze student, behavioral, assessment, accountability, and organizational data prior to state and local reporting. The Educational Data Systems Analyst supports the effective use of district educational data by identifying data discrepancies, monitoring data quality, developing reports and dashboards, providing technical assistance, supporting compliance initiatives, and assisting departments in using accurate and timely data for decision-making, continuous improvement, and state and federal reporting.

JOB FUNCTIONS:

Educational Data Quality and Analysis:

- Validate, reconcile, and analyze educational data obtained from district information systems to ensure completeness, accuracy, and compliance prior to state, federal, and district reporting.
- Collaborate with the Student Information Systems Coordinator to identify and resolve data discrepancies affecting district reporting and accountability.
- Review data integrity across educational systems and communicate findings to appropriate departments.
- Assist in validating data used for CALPADS, assessment, accountability, behavioral reporting, and other required submissions.
- Develop reports, dashboards, and data visualizations supporting district decision-making.
- Perform data audits and identify trends, anomalies, and reporting errors requiring correction.

State and Federal Reporting:

- Support in preparing, validating, and reconciling data for state and federal reporting requirements, including CALPADS and other educational data submissions.
- Review district data prior to certification to identify discrepancies and communicate findings to the Student Information Systems Coordinator and appropriate departments.
- Research reporting errors, anomalies, and data inconsistencies and assist departments in resolving issues affecting state and federal reporting.
- Assist in monitoring changes to state and federal reporting requirements and recommend modifications to district data collection practices.
- Participate in audits, monitoring activities, and compliance reviews related to educational data reporting.

Assessment, Accountability, and Educational Reporting:

- Support Educational Services with assessment administration, reporting, accountability monitoring, and continuous improvement efforts.
- Analyze local and state assessment results to identify trends and support continuous improvement efforts.
- Develop reports, dashboards, scorecards, and data visualizations supporting district accountability, student achievement, LCAP monitoring, and program evaluation.
- Compare historical and current data to identify trends, patterns, and opportunities for improvement.

Behavioral Data and Compliance:

- Validate, reconcile, monitor, and analyze district behavioral data, including alternative to suspension (ATS), out-of-school suspension (OSS), behavioral interventions, law enforcement referrals, restraint and seclusion reporting, and related discipline information.
- Ensure behavioral data is accurately disaggregated by race/ethnicity, gender, grade level, disability status, English learner status, foster youth, and other required student groups.
- Support district compliance with Strategic Plans, IDEA, Section 504, and other state and federal reporting requirements.
- Monitor behavioral data for trends, anomalies, and compliance concerns, and prepare reports supporting district decision-making.

Human Resources Data Support:

- Collaborate with Human Resources to support recruitment, hiring, retention, credentialing, vacancies, staffing assignments, and workforce planning through data collection, analysis, and reporting.

- Prepare reports and dashboards supporting employee recruitment, retention, staffing, and organizational planning.
- Assist in validating and reconciling personnel-related data used in state and federal reporting.

Data Analysis and Decision Support:

- Analyze complex educational data to identify trends, root causes, operational efficiencies, and opportunities for continuous improvement.
- Design and execute complex database queries using district reporting tools and software.
- Prepare written reports, presentations, and data visualizations for district leadership, school administrators, and other stakeholders.
- Support district initiatives, strategic planning, research studies, and program evaluations through data analysis.

Data Governance, Training, and Continuous Improvement:

- Develop and recommend districtwide procedures that promote the consistency, accuracy, integrity, and effective use of educational data.
- Collaborate with district departments to improve data collection practices, reporting processes, and data governance.
- Monitor data quality trends and recommend process improvements that support district initiatives and compliance requirements.
- Provide technical assistance to district and site personnel regarding educational data quality, reporting procedures, dashboards, accountability reporting, and data integrity.
- Develop user guides, documentation, standard operating procedures, and training materials supporting educational data systems and reporting practices.
- Conduct training for district and site personnel related to data quality, reporting procedures, accountability requirements, attendance recovery, and state and federal reporting.
- Participate in system implementations, software upgrades, testing, and continuous improvement efforts in collaboration with the Student Information Systems Coordinator, Technology Services, and other district departments.
- Perform other related duties as assigned.

JOB QUALIFICATIONS:

Knowledge of:

- Working knowledge of Student Information Systems (SIS), preferably Aeries.
- California Department of Education reporting requirements, including CALPADS.
- SEIS and Special Education reporting requirements.
- State assessment and accountability systems.
- Educational database management and reporting.
- Data validation, reconciliation, quality assurance, and auditing practices.
- Microsoft Office Suite, advanced Excel functions, reporting software, and data visualization tools.
- FERPA and student data privacy requirements.
- Principles of statistical analysis, research methods, and data visualization.
- Modern office methods, procedures, and recordkeeping practices.

Ability to:

- Analyze, interpret, validate, and reconcile complex educational data.
- Develop complex reports, dashboards, and data visualizations.
- Interpret and apply changing state and federal reporting requirements.
- Research and resolve complex data discrepancies.
- Communicate technical information clearly to users with varying levels of expertise.
- Organize multiple projects, establish priorities, and meet strict deadlines.
- Exercise sound judgment while maintaining confidentiality and data security.
- Establish and maintain effective working relationships with district personnel, school staff, county offices, and outside agencies.
- Work independently while managing multiple priorities and assignments.

EDUCATION:

- Graduation from high school or equivalent is required.
- College coursework, technical training, or professional certification in information systems, educational technology, data analytics, computer information systems, business administration, or a related field is desirable.

EXPERIENCE:

- Three (3) years of progressively responsible experience working with educational data analysis, student information systems, educational databases, state reporting systems, assessment reporting, accountability, or related data management systems, preferably in a California school district
- Experience with CALPADS, Student Information Systems (Aeries preferred), SEIS, assessment systems, Microsoft Excel, database reporting tools, and data visualization software is highly desirable
- An equivalent combination of education, training, and experience that demonstrates the knowledge and abilities necessary to perform the essential functions of the position may be considered.

CREDENTIAL AND LICENSES:

- Valid California Driver's License

WORKING CONDITIONS:

Environment:

- Professional office environment
- Uses standard office equipment such as computers, phones, tablets
- Demanding timelines
- Subject to driving to a variety of locations to conduct work during the day, evening, and weekend hours
- Subject to frequent interruptions and extensive contact with students, staff, parents, and the community
- Indoor and outdoor environments

Physical Abilities:

- Bending at the waist, kneeling or crouching, and reaching to retrieve and maintain files and records.
- Reaching overhead, above the shoulders and horizontally
- Dexterity of hands and fingers to operate standard office equipment, computer keyboard, and other equipment necessary to complete the required duties
- Hearing and speaking to exchange information in person and on the telephone
- Visual ability to read and to prepare/process documents and to monitor various services and personnel
- Sitting and/or sitting for extended periods

- Walking over rough or uneven surfaces
- Climbing and occasional use of stepladders
- Physical activity may be required, which could include moderate lifting

Hazards:

- Extended viewing of computer monitor
- Working with and around office equipment having moving parts
- Ability to respond to emergency calls at night or on the weekend