

## INSTRUCTIONAL DATA ANALYST

### BASIC FUNCTION:

Under the direction of the Director of Teaching and Learning, perform a variety of specialized and complex technical duties related to district student information systems; audit, verify, and ensure accurate data; performs high-level data analysis and reporting by accessing, interfacing, and analyzing various local, statewide, federal, and other data; collaborates with stakeholders to translate complex data sets into user-friendly and actionable data reports and tools. Prepare and review a variety of qualitative and quantitative data reports, displays, and presentations.

### REPRESENTATIVE DUTIES:

- Translate technical material and data into user-friendly language. **E**
- Compiles and analyzes data from multiple sources; runs queries in appropriate database systems for the purpose creating reports and providing comparative data to Director. **E**
- Perform initial review of data and make recommendations to managers regarding significant data, notable trends, and key data points. **E**
- Conduct data analysis and interpret and apply results in order to prepare periodic reports. **E**
- Develop, design, and prepare assessment, accountability, achievement, and demographic reports using modern data visualization tools and techniques. **E**
- Serve as a liaison between Instructional Technology and Curriculum and Instruction in the coordination of data processing, analysis and reporting functions between district personnel, administrators, vendors and various outside agencies. **E**
- Collaborates with Instructional Technology staff, site staff, agencies and vendors in the collections, extraction, processing, analysis, and reporting of a variety of electronic data. **E**
- Interpret a range of student, school, and district assessment and accountability data including, but not limited to, the California Dashboard indicators. **E**
- Audit a variety of data for accuracy and completeness, compare data and identify errors and discrepancies. **E**
- Evaluate student transcripts for the purpose of ensuring proper reporting and accurate queries. **E**
- Monitor student data and collaborate with Director and school site personnel to ensure updates to individual student records and changes to transcript history are completed as needed. **E**
- Maintain current knowledge of state and federal sources of educational data. **E**
- Attend various meetings and trainings; research and stay current on legislative and policy changes, software updates and changes, and to ensure compliance with State and Federal reporting requirements. **E**
- Provide input concerning the development and modification of computer systems and databases to meet the data collection, analysis, and reporting needs of the District. **E**
- Troubleshoot and resolve data file aggregation issues and malfunctions as needed. **E**
- Perform related duties as assigned.

**KNOWLEDGE OF:**

Strong quantitative and analytical abilities to analyze and validate data, as well as the tools necessary to accomplish the work.

Queries and analyzing data stored in multiple databases.

Student Information Systems databases.

Querying and analyzing data stored in Microsoft SQL servers and/or using MySQL using SQL / T-SQL statements.

District requirements for graduation.

Presentation standards and presentation software.

**ABILITY TO:**

Perform complex technical tasks involving independent judgment requiring speed and accuracy.

Operate a variety of office equipment including but not limited to computers, computer peripherals and variety of specialized software.

Run accurate reports and analyze data.

Analyze situations accurately and adopt effective courses of action, working effectively with district staff to identify and accomplish goals.

Make appropriate decisions without direct supervision.

Manage multiple projects on different time tracks at the same time; flexibility to switch back and forth between complex long-term work and short-term detailed work.

Anticipate potential issues affecting data and develop strategies for corrective measures.

Establish and maintain cooperative and effective working relationships.

Communicate effectively with co-workers (email, written, oral).

Understand and follow oral and written instructions.

Maintain records and documentation.

**EDUCATION AND EXPERIENCE:**

BA in information systems, data processing, business administration or related field; or equivalent combination of education and work experience.

A minimum of 3 years of professional experience that includes analysis and presentation data in the education, human services, or healthcare sectors.

A minimum of 2 years of experience using SQL for query and data manipulation.

Experience with public school assessment and accountability preferred.

**PHYSICAL ABILITIES:**

Hearing and speaking to exchange information in person and over the phone.

Dexterity of hands and fingers to operate a computer keyboard and standard office equipment.

Seeing to read a variety of material

Sitting or standing for extended periods of time.

Bending at the waist, kneeling or crouching.

09/15/2021

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Range 34