

EAST SIDE UNION HIGH SCHOOL DISTRICT

JOB TITLE: Information and Data Analyst

DESCRIPTION OF BASIC FUNCTIONS AND RESPONSIBILITIES:

Plan, design, and develop complex data processing programs; write, modify, debug, revise, and test programs for extracting data from student information systems for the purposes of program and educational research. Extract and format data to inform agencies and partners in mandated formats and constructs to fulfill agreements, requirements and requests as directed.

Construct programs to extract data from the student information systems to inform and illuminate key information.

This position requires knowledge of specified programming languages; database structures, data manipulation, and the ability write programs that facilitate the extraction of data sets from the existing student information systems, discreet data sets and data stores that will vary. Flexibility is key to this position and the ability to problem solve is key.

SUPERVISOR: Director of Technology

TYPICAL DUTIES:

Designs, writes, modifies, debugs, and/or corrects new programs and program modifications to extract data from the student information system as well as other district databases. Ability to learn new applications and manipulate them is critical to this position.

Imports and exports data from district databases and the student information system for data analysis purposes as well as to support data exchange MOUs.

Assists with maintaining data integrity in the student information system.

Analyzes problems in existing systems/programs and corrects deficiencies.

Performs related duties as required.

EMPLOYMENT STANDARDS:

Knowledge of data processing equipment, operations, and terminology

Knowledge of specified programming, operating system, and job control languages

Knowledge of computer and operations systems, their applications, capabilities, and limitations

Knowledge of statistics principles and procedures

Knowledge of school and school district procedures and operations

Knowledge of the principles and techniques of systems analysis and programming

Ability to think in a logical, sequential manner

Ability to analyze complex programming problems and develop effective resolutions

Ability to develop accurate programming specifications

Ability to translate problem statement into program language

Ability to quickly identify problem areas or situations, evaluate problem causes, and take appropriate action to resolve problems identified

Ability to communicate effectively in both oral and written forms

Ability to effectively interpret program language to assigned functions

Ability to establish and maintain effective work relationships with those contacted in the performance of required duties

MINIMUM QUALIFICATIONS:

Bachelor's Degree in statistics, data analysis, logic, or business and/or 5 years of related work experience including programming or database management.

Demonstrated experience with large data sets and with complex reporting guidelines.

Board Approved: 10/16/2014