



Classified Job Description

CSEA Revised:
NJUHSD Board Approved: 6/14/2017

Position Title:	DATA ANALYST I
Contract Term:	12 months per year
Salary Range:	36

GENERAL DEFINITION:

Responsible for analyzing, summarizing, auditing, and publishing student and staff information for the Nevada Joint Union High School District for local, regional, state, and federal agencies; monitors, maintains, and updates the district's student information system (SIS) and associated programs and databases; consults with and provides technical assistance to end users; provides secondary SIS support to feeder schools; provides secondary support to the Data Specialist II and other related duties.

UNDER SUPERVISION OF:

Director of Technology and Information Systems

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Monitors, maintains, updates, and supports the student information system and associated programs and databases.
2. Provides training and technical assistance to staff regarding student information system and associated programs and databases.
3. Installs, configures, maintains, manages, upgrades, troubleshoots and coordinates uploads for third party software integration and other district approved programs, databases or repositories.
4. Responsible for creating reports for other district approved programs, databases or repositories.
5. Assists end-users with database support.
6. Manages new and ongoing requests for database compliance with state and NJUHSD internal data warehouse projects and programs.
7. Provides technical assistance to school and district office personnel on-site or remotely.
8. Uses data warehouse tools and statistical analysis to gather data for district reports.
9. Creates, audits, and summarizes student information for other departments to satisfy reporting requirements.
10. Uses databases, spreadsheets, and advanced statistical software for data management and analysis activities.
11. Provide a positive customer service oriented level of support for district technology users.
12. Prepares written training documents, reports, analyses, and statistical documents for a variety of audiences.
13. Creates School Accountability Report Cards (SARCs).
14. Ensures the integrity and security of data to comply with district, state, and federal policies, rules, and regulations including FERPA and HIPAA.
15. Participate in staff meetings, workshops, conferences, and classes.
16. Provides secondary support for local, regional, state, and federal systems including attending trainings, webinars, consulting with other districts and researching websites.
17. Responsible for organizing and managing District archiving system.
18. Provides secondary support Data Specialist II and Technology Support Assistant.
19. Other related duties as assigned.

QUALIFICATION REQUIREMENTS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

EDUCATION AND/OR EXPERIENCE:

Any combination of education or experience equal to a bachelor's degree in management information systems, computer science, information technology, or a related field; experience with database management and software support; interpret and write complex database queries; demonstrate knowledge of the general principles of data processing, retrieval, analysis and statistical reporting as related to databases and student information systems; knowledge of educational databases; student information system experience preferred.

CERTIFICATES AND LICENSES:

Valid California driver's license and evidence of insurance, access to an automobile, TB, and criminal justice fingerprint clearance.

MATHEMATICAL SKILLS:

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent, draw and interpret graphs. Performs arithmetic calculations at the level necessary for satisfactory job performance.

OTHER SKILLS AND ABILITIES:

Ability to operate a computer and related software. Ability to communicate clearly and concisely, both orally and in writing and the ability to interact positively with schools and community. Ability to handle a multitude of responsibilities with minimal supervision.

LANGUAGE SKILLS:

Ability to read and interpret documents such as operating and maintenance instructions, and procedure manuals.

REASONING ABILITY:

Ability to understand and to carry out detailed written, oral, and technical instructions. Ability to define problems, collect data, establish facts, and draw valid conclusions.

PHYSICAL DEMANDS:

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 essential functions.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing 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 regularly works indoors and will occasionally work outdoors. The employee must be able to meet deadlines with severe time constraints. The noise level in the work environment is usually moderate.

The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. The individuals currently holding this position perform additional duties and additional duties may be assigned.

