



## JOB DESCRIPTION

<b>Job Title</b>	Information Analyst
<b>Department</b>	Teaching and Learning
<b>Reports To</b>	Director of Assessment
<b>Classification</b>	Non Affiliated
<b>Location</b>	Administration Building
<b>Salary</b>	On Schedule
<b>Length of Contract</b>	12 Months

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees may be required to follow other job-related instructions and to perform other job-related duties as requested, subject to all applicable state and federal laws. Certain job functions described herein may be subject to possible modification in accordance with applicable state and federal laws.

## Job Summary

The Information Analyst provides data reporting support to internal and external constituents; designs, modifies, develops, maintains, and implements data software and tracking systems; creates reports/dashboards, develops data bases and serves as a resource to district staff.

## Essential Job Functions

- Design, implement, maintain, validate, and analyze data maintained in databases to ensure accuracy; identify areas where data quality requires improvement and collaborate with team members to resolve issues.
- Work collaboratively with district staff and vendors to create reporting tools that utilize the district's data warehouse to ensure that accurate assessment data capture pertinent academic and climate indicators school-wide and at the student level to inform instructional practice and training.
- Develop and compile reports, charts, and/or graphs that describe and interpret findings of analyses.
- Participate in committee activities and collaborate with others on system development, integration, and implantation of interfaces with other data systems.
- Conduct research projects and program evaluations using qualitative and quantitative data on questions of interest.
- Develop and support implementation of tools for the District Strategic Plan and the School Improvement Plans (SIPs).

## Ancillary Job Functions

- Performs other related duties as assigned

**Required Qualifications** – Required qualifications to effectively perform the job at the time of hire. An equivalent combination of education, training, and experience will be considered. Additional requirements and/or substitutions may be requested and require the approval of HR.

- Bachelor's Degree or higher with training and experience in educational assessment

- Experience in K-12 instructional programs
- Expertise with databases, spreadsheet programs, and report writers utilized by the district; expertise in use of school district's primary information systems

**Preferred Qualifications** – Highly desired education, training, and/or experience that may be helpful in performing the job, if applicable.

- Experience in each of the following:
  - Strong analytical background with information technology experience
  - Experience with SQL Server 2008 or later versions, IBM Cognos 10, including Report Studio and Cognos Workspace
  - Proficient in Microsoft Office: Outlook, Excel, PowerPoint, and Word
  - Experience with a Student Information System, preferably Skyward
  - Experience with Tableau
  - Experience on a school leadership team

**Knowledge, Skills, and Abilities** – May be representative, but not all-inclusive, of those commonly associated with this position.

- Ability to manage and complete multiple tasks and complicated detail work in an organized fashion in the face of changing priorities
- Ability to make independent decisions, exercise sound judgment, and meet schedules and time frames consistently
- Ability to learn and use a variety of software applications
- Ability to read and comprehend technical narrative material including manuals, handbooks, and instructional memoranda for application to daily work
- Ability to communicate effectively orally and in writing
- Ability to work cooperatively as a team member and with diverse staff
- Ability to maintain a customer service orientation
- Knowledge of research and evaluation theory and methodology
- Knowledge of mathematics, measurement, and standard statistical methods and their application to the analysis and evaluation of complex social, economic, and other data
- Knowledge of FERPA and the protection of student data

**Work Environment** – Environmental or atmospheric conditions commonly associated with the performance of the functions of this job.

- Normal school/office environment and moderate noise levels.

**Physical Requirements** – The physical demands described below 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.

- Must be able to sit and work at desk/computer for extended periods of time
- Must be able to have repetitive wrist/hand/finger movement to work on computer and/or related office equipment.