

## **SAN MATEO-FOSTER CITY SCHOOL DISTRICT**

### **JOB DESCRIPTION**

**TITLE:** Data Analyst

**CERTIFICATED/  
CLASSIFIED:** Classified

**REPORTS TO:** Coordinator of Assessment, Research, and Evaluation Services

**EVALUATED BY:** Performance of the position will be evaluated by Coordinator of Assessment, Research, and Evaluation Services

### **QUALIFICATIONS:**

#### **Knowledge of:**

- Advanced use of spreadsheet software (Tables, complex formulas, charting, pivot tables, conditional formatting)
- Basic database querying

#### **Ability to:**

- Assist with data pulls, data cleaning, report generation, and data reporting functions
- Organize report material, translate technical material and data into user-friendly language
- Support student data and assessment storage, delivery, and reporting
- Communicate effectively and clearly both orally and in writing
- Attend to detail with large documents and datasets
- Work collaboratively, and responsively with a variety of stakeholders
- Move multiple concurrent projects forward
- Establish and maintain cooperative and effective working relationship with others
- Work efficiently and at times, independently
- Meet schedules and timelines
- Plan and organize work

#### **Education and Experience:**

- High School diploma or GED required
- BA preferred
- Experience with the collection, processing, analysis, formatting and reporting of computerized data in a K-12 educational setting.

## **DESCRIPTION OF BASIC FUNCTIONS AND RESPONSIBILITIES:**

### **Typical Duties:**

- Respond to and fulfill basic data requests from school sites and district administrators as directed and provide follow up as needed.
- Compile and format information from a variety of sources including the district's data systems and external data systems to fulfill requests.
- Review reports prepared utilizing district data.
- Work with district technical staff to obtain, clean, and process data from the student information system, assessment portals, and other relevant sources.
- Prepare, clean, and format data reports for integration with other data systems, or other required reporting functions.
- Schedule and maintain assessment records, verify and support the import of student data between data systems.
- Answer phones, respond to emails and assist the Coordinator as needed.
- Communicate with district staff and outside agencies to exchange information and resolve issues as directed by the Coordinator.

### **LICENSES AND CERTIFICATES:**

Possession of a valid and appropriate California Driver's License.

### **ADA Essential Functions:**

When performing the duties of this job, the employee is regularly required to sit, walk, and stand, sometimes for prolonged periods of time; operate a computer and keyboard; maintain visual acuity to review written documentation; hear and understand speech at normal room levels and on the telephone; taste and smell; demonstrate manual dexterity to operate equipment; lift horizontally and vertically; ability to lift 20-40 pounds on an intermittent basis, bend and stoop. The employee must be able to perform the duties of a rigorous work schedule, including visits to school sites.