

MILPITAS UNIFIED SCHOOL DISTRICT

TITLE:	Data Analyst	REPORTS TO:	Director of Technology Services
DEPARTMENT:	Technology Services	CLASSIFICATION:	Classified
WORK YEAR:	12 months	SALARY RANGE:	6 Specialty Salary Schedule

Basic Function:

Under the leadership and direction of the managers and Director of Technology Services, this employee will collect and synthesize qualitative and quantitative data about the district, community, and the student and parent population to deepen understanding of programmatic needs across the district and promote and support data driven leadership and instruction. They will support the Director of Technology and Manager of Information Systems in ensuring that uploads to multiple technology systems are accurate and timely and attend to internal and external data and support requests quickly and politely including extracting, manipulating and analyzing data. This employee will assist in providing professional development as needed.

Essential Functions and Representative Duties:

Create, maintain and iteratively refine data visualization dashboards.

Develop mechanisms for collecting feedback and modifying analysis and data tools to reflect stakeholder priorities.

Assist department leads in providing and delivering professional development opportunities for teachers, administrators, coaches, and other staff on using data tools and dashboards to understand and monitor their work; may directly deliver PD as directed by supervisor.

Provides training to Principals, District departments and other staff as needed and directed by supervisor; maintain online libraries of trainings and documentation on data tools.

Ensure the design of MUSD data systems are user-friendly for all stakeholders.

Create and maintain documentation of data requests and compliance processes and procedures.

Support compliance needs when necessary including reading and understanding laws and policies, technical manuals, and attending external trainings.

Collaborates to perform tasks to assure the proper administration and reporting of all district wide testing programs.

Provides timely oral and written communication with school site and district office personnel, with respect to program coordination, specifically the distribution, collection and processing of all student and staff data.

As directed by their supervisor, creates high-level data reports and statistical analysis from multiple data platforms to support data driven decision-making.

Conducts needs assessments, online tools, templates, and tracking systems for multiple sets of data to assist district leadership in driving instruction.

Collaborates to perform tasks to assure the proper documentation, synchronization, database and file maintenance, reporting and filing systems for all district educational technology software including testing, survey and accountability programs.

As directed by managers, and at times in conjunction with technicians, provides data for district reports including MUSD Board reports, state and federal reporting, SARCs, school site reports and other reporting as needed.

Provides timely, friendly, and accurate responses to all inquiries and requests from internal and external agencies.

Provides assistance to the supervisor with departmental responsibilities regarding school site plans, categorical program evaluations, grants, research, and information proposals and requests, and other testing research, and evaluation duties.

Utilize data and network system tools and data to create data extractions, which create the base for data visualization tools for needed user-friendly reports.

Performs related duties as required.

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 the essential functions.

ENTRANCE QUALIFICATIONS:

Any combination equivalent to: A minimum of a college (BA) degree or experience equivalent to position, including or supplemented by two (2) years work experience and/or courses in database management, spreadsheets, artificial intelligence, and machine learning within the public sector. Ability to pass the District Proficiency Examination at the appropriate level of the job classification.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Correct English usage, composition, grammar, spelling, punctuation and vocabulary for both oral communications and written reports.

Experience in data analysts, operations, project/program management, and strategy.

AWS associated data programs or equivalent tools

SPSS, R, JavaScript, SQL, Stata, Tableau or equivalent data management and visualization tools.

Public school district rules, procedures and policies.

Operation of a personal computer and related software such as database systems.

ABILITY TO:

Create, access, edit, correct, and update database records and reports

Set priorities and work on multiple projects simultaneously and under pressure to meet deadlines

Work closely with school site personnel

Coordinate multiple projects effectively with school site personnel

Learn database and report writing software

Support and lead professional development

Strong analytical, critical thinking, and problem solving skills

Excellent writing, presentation and facilitation skills to communicate with diverse stakeholders

Collaborate and work efficiently with multiple teams

Utilize strong organizational, project management and detail-oriented skills

Work independently and show initiative to find efficient processes

Persist in learning technical subject matter and in solving technical problems.

WORKING CONDITIONS:

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.

Office environment; subject to eyestrain from computer terminal.

PHYSICAL ABILITIES:

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 the essential functions.

WORKING CONDITIONS (continued):

Vision (which may be corrected) to read small print; mobility of arms to reach and dexterity of hands to grasp and manipulate small objects; lower body mobility may not be required; work which is primarily sedentary; dexterity of hands and fingers to operate a computer keyboard and other office equipment; reaching overhead, above the shoulders and horizontally; stooping and bending; hearing and speaking to exchange information in person or on the telephone; seeing to assure complete and accurate reports; sitting or standing for extended periods of time.

LICENSES:

Possess and maintain a valid California Motor Vehicle Operator's license.

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. Additional related duties are performed by the individuals currently holding this position and additional duties may be assigned.

DATE Approved by Board