



David Douglas School District #40
Job Description
SUPERVISOR

DATA AND STUDENT INFORMATION ANALYST

Schedule: 8 hours per day / 12 months per year
Salary: Classified Exempt – EX 2
Starting Date:

POSITION PURPOSE

Integral to the functioning of the school district, this position designs, develops, analyzes, enhances, implements, maintains, and supports the use of and access to data designed to improve the overall operation of the school district and to enhance the instructional program. This position also assists in the data collection and submission of State and Federal reports.

NATURE AND SCOPE OF RESPONSIBILITIES

- Use data analysis/mining tools to analyze, research, report, extract, and modify data as needed.
- Data Warehouse, Synergy SIS, ODE Assessment Warehouse, OAKS Online Reporting, ODE Consolidated Collections as well as district databases
- Manage data systems and trainings for data systems
- Oversee the access, integration, staging, reporting, and presentation of data from multiple data systems
- Develop custom queries and reports as needed using FileMaker
- Works with the Technology Administrator to student/staff files for online curriculum automation and rostering
- Assist in training faculty and staff in leveraging the CTA Data Warehouse and district data systems
- Assist with the coordination of State testing where data management and reporting are necessary
- Organize instructional data as needed to promote internal analysis and review of achievement data designed to foster sound instructional decision making
- Work with school and district staff to ensure consistency and usability across systems and throughout the district
- Make recommendations for changes in procedures and policies/guidelines to ensure consistency of data throughout systems
- Provide training and support to administrators, teachers, and other staff in the use of the district data systems
- Identify and raise opportunities to improve user training or support processes to improve data quality and user experience
- Assist in the configuration of the student information system (SIS) including but not limited to security, student online course registration, parent portal, scheduling, attendance, parent conferences, etc
- Export data from SIS to generate custom reports and for importing into web-based programs
- Accurately move and validate information between data systems and provide requested information through files and reports
- Experience with ODE and Federal reporting requirements
- Reporting and Compliance
 - Assist with State and Federal reporting in an efficient and accurate manner
 - Run extracts, cleanup errors, and post data
 - Certify final data snapshots as complete and accurate by State and Federal reporting deadlines
 - Analyze, organize, maintain, and report data for State and Federal requirements.
 - Create and disseminate official certified data and analysis reports for use by our stakeholders and sites to improve efficiency and data quality
 - Work collaboratively with district and school level staff to ensure data quality.
 - Ensure adherence to policies established by the district, State, and Federal Government regarding data security, coding, reporting of student information
 - Attend and participates in meetings involving ODE and State reporting and reports back to district users
- Perform other duties, as assigned

QUALIFICATIONS

- Advanced skills in using FileMaker Pro/Access, MS Excel, and MS Word
- Use of the CTA Data Warehouse, ODE Online Reporting, and the ODE Assessment Warehouse
- Extensive use of Edupoint Synergy student information system
- Advanced skills and knowledge in extracting data from multiple sources, manipulating the data, and generating reports
- Strong analytical and problem solving skills
- Able to tackle problems, identify solutions and follow through to completion
- Self-starter
- Manage multiple project responsibilities simultaneously and prioritize work
- Good oral and written communication skills
- Good organizational skills
- Ability to work collaboratively with others

ESSENTIAL PHYSICAL REQUIREMENTS

Moderate degree of physical stamina, with frequent lifting of up to 10 pounds and occasional lifting of up to 50 pounds required in the physical assistance of students with special needs. Ability to move freely to various locations within the classroom and other supervisory settings (cafeteria/playground). Frequent standing, walking, sitting, and bending. Exposure to noise and activity of a school setting. Exposure to outdoor weather conditions.

The David Douglas School District welcomes applications from candidates that expand the District's diversity.

Multi-Cultural preferred. Bi-Lingual candidate preferred.

David Douglas School District Drug Testing and Criminal Background check

Per district policy all offers of employment shall be contingent upon the successful passing of a district required drug test and criminal background check. David Douglas School District's Human Resources will designate where and when the testing will be conducted. The offer of employment will be withdrawn from candidates who test positive for drugs.