

## **Student Data Analyst**

### **DEFINITION:**

Under the direction of the Directors of Strategic Initiatives and Curriculum & Instruction, performing tasks as they relate to data analysis and data-informed decision making. Supports departments and schools in utilizing data to positively impact instruction, on-time graduation, systems thinking, and planning. Collaboratively works with departments, sites, and outside organizations to organize and provide data and exchange information. Attends and participates in assigned meetings, in-services, and workshops; assists with developing and delivering training and the creation of instructional materials.

### **QUALIFICATIONS:**

#### Experience:

- Must have experience in using academic data to impact instruction, systems thinking and planning.
- Skilled in explaining testing and statistics to administrators, teachers, and parents.
- Strong understanding of cultural proficiency, equity, opportunity, and access required.
- Experience with student information systems is preferred.

#### Education:

- Minimum four-year degree from a college or university with significant coursework in statistics, mathematics, business, or comparable studies.

#### Other:

- California Driver's License for site visits

### **DISTINGUISHING CHARACTERISTICS:**

The Student Data Analyst will support site and department administrators with the collection and analysis of local and districtwide data to improve student outcomes.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Analyzes and prepares reports from local, state, and national assessment data as it relates to individual student performance, LCAP subgroups, and school improvement.
- Supports departments and sites in the analysis of student, school, and district data from student information systems and other assessment platforms and external data sources.
- Interprets and reviews assessment data with administrators, teachers, parents/guardians, and supports planning of action steps.
- Prepares and presents reports around longitudinal data to monitor and track performance.
- Compiles data from multiple assessments to develop student, subject, grade-level, or school achievement profiles.
- Collaborates with departments and sites regarding data collection, integrity and validity of all data presented to staff, families, and community.
- Collaborates with departments and sites to develop reports providing actionable data. Including custom reports to the school board and FCUSD leadership.
- Uses a variety of tools to monitor and evaluate data in the district's student systems.
- Uses technical knowledge and knowledge of district data resources to consult with school sites and district departments.
- Attends and leads, as appropriate, training sessions and site meetings related to assigned responsibilities.
- Maintain a variety of records related to assigned activities.
- Perform other duties as are reasonably related to the position and that are consistent with the knowledge, skills and abilities required for the job.

### **KNOWLEDGE:**

- California Education Code
- Federal Special Education laws
- Office of Civil Rights policies
- Current laws, guidelines, regulations, and rules related to student information systems and storage of sensitive or confidential data within databases
- Utilize databases and Student Information Systems
- Customer service techniques and excellent interpersonal skills and techniques
- Relational database structure
- Data warehouse concepts

- Data analysis concepts
- Microsoft Office suite (Excel expertise required)
- Oral and written communication skills
- Correct English usage, grammar, spelling, punctuation, and vocabulary in either written or oral communication, as applicable

**ABILITIES AND SKILLS:**

- Extract and organize data from source systems in various formats to reconcile with data warehouse dashboards.
- Analyze data with a focus on equity and the elimination of predictable achievement gaps.
- Communicate effectively both orally and in writing.
- Utilize interpersonal skill of courtesy, tact, diplomacy, patience, and professionalism.
- Work cooperatively as a supportive, collaborative team member.
- Maintain confidentiality of sensitive and privileged information.
- Analyze situations accurately and adopt an effective course of action.
- Think clearly and logically, use good judgment, and make appropriate decisions.
- Read, interpret, apply, and explain laws, code, rules, regulations, policies, and procedures.
- Maintain current knowledge of laws, rules and regulations related to student information and data storage.
- Meet schedules and timelines.
- Work independently with little direction.
- Plan and organize work.

**PHYSICAL REQUIREMENTS:**

**Physical abilities** include the usual and customary methods of performing the job's functions and require the following physical demands: occasional lifting, carrying, pushing and/or pulling; some climbing and balancing, some stooping, kneeling, crouching; reaching, handling, touching and/or feeling; manual dexterity to operate a telephone and enter data into a computer.

**Significant physical abilities** include ability to sit at a desk, conference table, or in meetings of various configurations for extended periods of time; see and read, with or without visual aids, laws and codes, rules, policies and other printed matter, computer screens and printouts; hear and understand speech at normal room levels and hear and understand speech on the telephone; speak in audible tones so that others may understand clearly in normal conversations.

**WORK ENVIRONMENT:**

- The work environment characteristics described 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.
- The noise level in the work environment is usually moderate.
- Employees in this position will be required to work indoors in a standard office environment and come in direct contact with district staff and the public.