

WARREN HILLS REGIONAL

TITLE: Data Analyst/Specialist

QUALIFICATIONS:

1. College degree preferred.
2. Experience with Microsoft Office and Google Apps for Education.
3. Experience with student information systems, state reporting, and student data management.
4. Strong analytical skills with the ability to independently identify analyze and troubleshoot data system errors.
5. Strong problem solving, human relations, verbal/written communication skills.
6. Ability to work directly and independently with State representatives regarding student data and required reports on behalf of district.
7. A proactive self-starter with the ability to multitask, establishes and rearranges priorities, and maintains focus in a fast-paced environment.
8. Strong analytic skills, experience managing databases and manipulating data with Excel and other software tools.
9. A strong understanding of statistical analysis fundamentals.
10. Knowledge of and experience with the statewide data system and mandated reports and the ability to respond to the ongoing needs of that cycle.
11. Ability to work collaboratively with a wide range of constituents.
12. Strong organizational skills and attention to detail.
13. Highly professional, demonstrating high levels of integrity and confidentiality.
14. Other qualifications the Superintendent may find appropriate.
15. Experience in data collection, analysis, data system troubleshooting, and records maintenance.
16. Proven ability to work under pressure with minimum supervision; manage multiple concurrent and conflicting priorities and deadlines.
17. Required criminal history check and proof of U.S. citizenship or resident alien status.

REPORTS TO:

- Technology Coordinator
- Superintendent or designee

SUPERVISES: N/A

JOB GOAL:

1. To provide support for district student information system and other information systems.
2. To provide support for data analysis and district and state reporting.

PERFORMANCE RESPONSIBILITIES:

1. Manage student data in the district student information system, including the maintenance of student demographic and achievement data.
2. Support staff to ensure the data reliability, validity, and integrity in student information system, and other related systems.
3. Run queries and perform data analysis, as requested by administration.
4. Design, run, and post custom reports as requested, e.g., transcripts, report cards, GPA's, graduation requirements, etc.
5. Prepare and assist school administrators, supervisors, and staff in scheduling process, e.g., course recommendations, requests, sectioning, etc.

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6. Process scheduling setup at all schools for upcoming school year including establishing new school year, term setups, prepping of student data files.
7. Coordinates with administrators and staff in collecting information, inputting data, and the completion and submission of state reports.
8. Coordinates with District Test Coordinator and School Testing Coordinators in collecting and inputting data and verifying its accuracy into the PearsonAccessNext system for state PARCC testing.
9. Communicate directly and independently with representatives of New Jersey Department of Education and United States Department of Education in compliance with all state and federal requirements and reporting guidelines.
10. Ensure secure and accurate compilation and maintenance of all student data in compliance with applicable state and federal requirements.
11. Continuously reviews data for accuracy and completion, and that data collection definitions and processes meet analysis requirements.
12. Identify, analyze and troubleshoot data system errors, internally and in coordination with state and federal representatives as necessary.
13. Provide data and tech support for school level staff and district personnel in the use of student management software, including instruction and data analysis.
14. Ensures successful integration of systems with student information system.
15. Perform export of data to be used for any/all 3rd party applications.
16. Works with administrators and teachers to ensure that data is collected within the required timelines.
17. Plans and manages a detailed calendar and schedule to ensure the timely delivery of all data reports and requirements, such as – but not limited to – student quarterly assessments, report cards, NJ SMART, PARCC digital assessments, and all data reporting needed for local, state, and federal reporting requirements.
18. Manages the preparation of information required by outside agencies and vendors.
19. Assists in identifying corrective measures needed to maintain quality of information.
20. Manages the governance, including creation and maintenance of user access to administrative and instructional systems, including WHRSD staff, students, and parents.
21. Manages and supervises the technical support and training needed for both administrative and instructional systems end-users with tasks such as attendance, school scheduling, and student and facilities reports.
22. Write documentation and user manuals on applications, which are used in the district.
23. Participates in professional development and technical training as necessary to maintain and upgrade skills.
24. Strong written, oral communication, and public speaking skills.
25. Excellent inter-personal skills and ability to work cooperatively with different types of personalities.
26. Demonstrated ability to multitask effectively and prioritize strategically.
27. Openness to feedback and willingness to take personal responsibility.
28. Must be able to interface with and provide support for district instructional and administrative systems users.
29. Self-motivated with the ability to work, and travel, independently within the district.
30. Ability to work on site during the hours required.

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31. Ability to work independently with minimal supervision and initiate and prioritize tasks with or without direction.
32. Ability to work on multiple projects and meet deadlines.
33. Ability to problem solve and utilize strong troubleshooting skills to resolve issues to ensure minimal disruption of service to end users.
34. Displays professional integrity and maintains confidentiality of systems and staff/student data.
35. Ability to follow oral and/or written instructions and ability to report work orally and/or in writing to Technology Coordinator.
36. Work with other school districts to resolve student data issues for state reporting and testing.
37. Maintains the district website and provides training as needed.
38. Participate in Information Technology department meetings.
39. Perform other duties assigned by the Technology Coordinator.
40. Performs other related duties as may be assigned by the superintendent.

**TERMS OF
EMPLOYMENT:**

Salary and work year to be determined by the board of education
12 months, salary in accordance with WHREA CBA.

**ANNUAL
EVALUATION:**

Performance of this job will be evaluated annually in accordance with NJ State
law and the provisions of the board's policy on evaluations

Approved by: WHR Board of Education

Date: September 29, 2020