DATA ANALYST (ACADEMIC SYSTEMS ADMINISTRATOR)

Job Title:	Data Analyst (Academic Systems Administrator)
Initial:	December 15, 2016
Revised:	November 1, 2020 (Administrative Revision)
Work Year:	Full Year
Office:	Education
Department:	Data and Performance
Reports To:	Senior Data Analyst (Learning and Improvement)
FLSA Status:	Exempt
Pay Range:	Professional Technical Range 2

Related Organization Chart

Senior Data Analyst (Learning and Improvement)
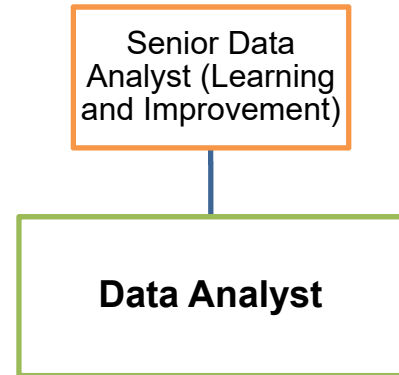
Data Analyst

SUMMARY: The Data Analyst is responsible for creating and maintaining databases of district assessments, learning management systems and tools, and managing and maintaining data warehouses. The Data Analyst serves the Departments of Learning Services and Individualized Education to support academic and assessment programs.

ESSENTIAL DUTIES & RESPONSIBILITIES

The following statements of essential functions and responsibilities are intended to describe the general nature and level of work being performed by individuals assigned to this position. These statements are not intended to be an exhaustive list of all duties and responsibilities required of all personnel within this position. Actual duties and responsibilities may vary depending on building assignment and other factors.

- Act as a liaison between the Colorado Department of Education and the Education Office regarding academic performance data and reporting. Assist teachers and administrators with assessment tools and data management resources (CDE data and assessment tools and resources, and various academic systems) data entry and data uploads, retrieval and analysis.
- Create and maintain databases of student assessment results to include state and district assessment measures. Reconcile discrepancies and manage all verification and student biographical data (SBD) process related to student assessment data.
- Coordinate information transfers between academic data systems to include uploads, downloads, and related database management/programming (ie. Clever, myOn, Schoology, Randa, Destiny, Renaissance, Aims Web, Amplify, Lexia, and other district and State assessments).
- Maintain a high level of knowledge and skill related to using programs and software by learning new software and keeping abreast of trends (networking with other district data managers, attending regional and state-level training and meetings).
- Consolidate academic data and generate reports for administration within the Education Office. Serve as the lead consultant to zones and schools on accessing data-bases to generate reports.
- Submit required academic reports to CDE annually as required (e.g., READ).

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Perform other job-related duties as assigned.

Supervision & Technical Responsibilities: This position has no supervisory responsibilities at this time.

Budget Responsibility: This position has no budgetary responsibilities at this time.

QUALIFICATIONS
The requirements listed below are representative of the education, experience, knowledge, skills, and/or abilities required for this position:

Education & Training:
- Bachelor's degree or applicable training in a related field

Experience:
- Five (5) years of experience in data and reporting, statistical analysis, programing, or database management.
- Experience working with diverse educational community

Knowledge Skills & Abilities:
- Excellent oral and written communication and interpersonal relation skills
- Basic math and accounting skills
- Customer service and public relations skills
- Critical thinking and problem solving skills
- Organizational skills
- Ability to manage multiple priorities and tasks with frequent interruptions
- Ability to communicate effectively with various stakeholders
- Open to feedback and growth opportunities
- Ability to understand and follow complex oral and written instructions
- Ability to perform responsibilities without the necessity of close supervision
- Must be proficient in the use of personal computers and software applications including Microsoft Word, Excel, Outlook, Power Point, SQL and Access

Certificates, Licenses, & Registrations:
- Criminal background check required for hire
- Valid Colorado driver's license required for hire

OTHER WORK FACTORS
The physical demands, work environment factors and mental functions described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job.

Physical Demands: While performing the duties of this job, the employee is occasionally required to stand, climb or balance, stoop, kneel, crouch, or crawl, and smell. The employee must regularly lift and/or move up to 25 pounds frequently.

Work Environment: While performing the duties of this job, the employee will work primarily in a usual office or school environment.

Mental Functions: While performing the duties of this job, the employee is regularly required to communicate, compare, analyze, coordinate, evaluate, and use interpersonal skills.

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.