

**Enterprise School District  
Job Description**

Job Title: Data Analyst

Department: Technology

Reports To: Director of Technology

Range: Range F - Confidential Salary Schedule

Prepared By: Director of Technology

Prepared Date: November 29, 2021

Approved By: Board of Education

Approved Date: 12 / 15/2021

**SUMMARY**

Under the supervision of the Director of Technology Services or designee, the Data Analyst duties include coordinating, training and supporting ongoing activities related to school information systems such as student information systems (SIS), California Longitudinal Pupil Achievement Data System (CALPADS), DRDP, E-Rate, and other resource application systems as assigned; troubleshooting problems with the above systems; resolving reports and data issues; works in collaboration with all departments on correcting errors; provides software quality assurance by testing new or modified systems and performs others duties which reasonably relate as assigned.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

- Build and maintain positive relationships with public officials, school employees, parents, students and vendors using effective verbal/non-verbal skills
- Maintain personal hygiene and wear appropriate attire for the position
- Work with others as a team in a fast paced environment
- Effectively use conflict resolution skills
- Effectively communicate problems that arise to supervisor
- Maintain a high level of confidentiality
- Ability to communicate effectively with others, good listener
- Responsible for and/or assist with the training of district staff
- Develop and support specific programs and applications
- Specialized duties require access to and possession of information relating to employer-employee relations; therefore, this is a Confidential position and not a part of the Classified Bargaining Unit
- Responsible and/or assist with program data entry, tracking and generating reports
- Willingness to learn or possess knowledge and skills
- Work independently and as a team member
- Work well with vendors
- Advise district users of student information systems (SIS) for the purpose of collecting, organizing, analyzing and reporting all student information (e.g., grading, academic progress, test results, enrollment, transfer, etc.) required by districts.
- Complete all CALPADS data submissions: CBEDS, Fall 1, Fall 2, EOY, and any future deadlines

- Research and investigate CALPADS requirements including attending training, consulting with other districts and researching California Department of Education (CDE) websites.
- Attend workshops and seminars to remain current on computer applications; disseminate information to other employees and districts.
- Complete all DRDP data submissions.
- Provide technical support to site users and district system users on SIS issues.
- Work with staff members to maintain accuracy of data in the student information system and state reporting system.
- Develop district procedures, and system protocols to support department administration and site functions.
- Responsible for the preparation of files for electronic transmission of data to various state and education agencies.
- Responsible and/or assist with program data entry, tracking and generating reports
- Manage and maintain the daily operation of the student information system.
- Adhere to strict confidentiality of student information database.
- Assure appropriate security procedures are implemented and carried out to protect data on all district information systems.
- Prepare, maintain and keep records of assigned documents, correspondence and/or reports
- Compose own correspondence; maintain records related to area.
- Perform other duties which reasonably relate to the position

### **QUALIFICATIONS**

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.

### **EDUCATION and/or EXPERIENCE**

- High school diploma or general education degree (GED);
- Associate's degree (A.A.) or equivalent from two-year college or technical school or equivalent four-years of directly related experience is highly preferred
- Experience in PowerSchool and CALPADS is preferred

### **LANGUAGE SKILLS**

Ability to read and interpret documents. Ability to prepare or assist with writing routine reports and correspondence. Must be able to readily take direction and be able to follow through in an independent manner; must be able to communicate well with parents, children, staff, and members of the public; must be able to follow through with record keeping and be thorough in following the directions of the staff in the specific duties as outlined above.

**CERTIFICATES, LICENSES, REGISTRATIONS:** Valid California driver's license

### **MATHEMATICAL SKILLS**

Add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.

### **REASONING ABILITY**

Define problems, collect data, establish facts, and draw valid conclusions. Apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Communicate effectively, both orally and in writing, using clear, Standard English.

**OTHER SKILLS AND ABILITIES:** Ability to work on a variety of tasks simultaneously with frequent interruption. Ability to maintain the highest degree of confidentiality regarding sensitive information.

Ability to operate office equipment such as, but not limited to, multi-line phone system, copy machine, fax machine, scanner, hand held radio, etc. Ability to utilize a computer for a wide variety of applications. Ability to interact with staff, students, parents, and others in an open, friendly business-like manner.

### **PHYSICAL DEMANDS**

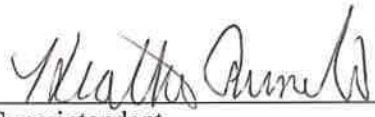
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel, reach with hands and arms; and talk or hear. The employee frequently is required to stand, walk, sit, climb or balance, and stoop, kneel, crouch, or crawl. The employee is occasionally required to taste or smell. The employee must frequently lift, move, push, and/or pull up to 20 pounds, occasionally lift, move, push, and/or pull up to 30 pounds; lift greater than 50 lbs. with assistance. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

### **WORK 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.

While performing the duties of this job, the employee is subject to inside and occasionally outside environmental conditions; may be exposed to biohazards and sharp objects; may be required to use vehicle in the course of employment, and may be required to work at a video/computer terminal for prolonged periods. The noise level in the work environment is usually moderate.

  
\_\_\_\_\_  
Superintendent

12/15/21  
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Date

  
\_\_\_\_\_  
Board Approval (Clerk)

12/15/21  
\_\_\_\_\_  
Date