STOCKTON UNIFIED SCHOOL DISTRICT

Student Services Data Analyst

DEFINITION
The Student Services Data Analyst will be responsible to perform diverse, technical management information duties; provide data analysis expertise and support for the Special Education Department and provide input regarding data collection procedures and computer software utilization.

SUPERVISION RECEIVED AND EXERCISED
Receives general direction from the Executive Director of Special Education and the Director of Student Support Services or designee.

REPRESENTATIVE DUTIES– *(Incumbents may perform any combination of the essential functions shown below (E). This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but, is intended to accurately reflect the principal job elements.)*

Collect, summarize, aggregate and analyze data that will be utilized to make strategic decisions. *(E)*

Research and analyze data utilizing computer database management and spreadsheet programs; coordinate the collection and preparation of data through computer-generated reports. *(E)*

Assist with the development, implementation and fidelity of data related to the Student Support Services Department and the Special Education Department, especially in the areas of discipline and attendance reporting- using the current student information. *(E)*

Attend trainings, conferences and meetings in order to stay current on trends related to attendance, academics, and A-G requirements.

Provides technical data for project management and reporting of student, school and District level standards development, and systems administration practices. *(E)*

Assists administrative, and support personnel to plan and implement a wide range of technology-based projects related to student level data; including but not limited to, UC A-G requirements, Attendance, Discipline Reports, etc. *(E)*

Assist Directors in the preparation and submission of the required by California Department of Education, other governmental agencies and public information act requests. *(E)*

Interacting and collaborating with other departments and site staff as necessary (research department, principals, and counselors).

Assists with the planning, organization, implementation protocols and processes for departmental database management with the goal of standardizing and insuring accurate data collection for parental notifications, due process hearings and public information requests. *(E)*

Maintain and write a variety of records, reports, and correspondence using current SUSD supported software. *(E)*

Maintain regular and prompt attendance in the work place.

Perform related duties as assigned.

QUALIFICATIONS

Knowledge of:
- Computer hardware, software, networking, and Internet search engines.
- District policies which address nondiscrimination in educational programs and policies and procedures related to assigned function.
- Application sections of State Education Code and other state and federal laws.
- Database management, word processing, record keeping, and reporting procedures.
- Statistical terminology and procedures.
- CalPads
- Interpersonal skills using tact, patience and courtesy.
- Oral and written communication skills

Ability to:
- Work tactfully and effectively with significant organizational impact
- Perform basic function of the position.
- Understand program terminology.
- Operate a computer, related software, and standard office equipment.
- Learn and assimilate new programs or procedures, and analyze their value to the department(s).
- Perform computational tasks with accuracy.
- Understand and follow oral and written instruction.
- Coordinate and conduct meetings.
- Troubleshoot computer hardware and software.
- Work independently, and meet schedules and timelines.
- Read, interpret, apply, and explain rules, regulations, policies, and procedures.
- Plan and organize work
- Maintain records and prepare reports.
- Communicate clearly and effectively, both orally and in writing.
- Establish and maintain cooperative and effective working relationships with others.
- Carry out oral and written directions; write and speak at a level sufficient to fulfill the duties to be performed for the position described.

Education and Experience:
Any combination of education, training and/or experience equivalent to:
- AA degree in computer science or related field
- Bachelor's degree in computer science or related field preferred
- A minimum of two (2) years of database related experience; Preferably MS ACCESS, MS SQL, PL/SQL (Additional related experience may be substituted for education on a year-for-year basis)**.**
- Five (5) years' experience in a public education environment and/or local and state government.

License or Certificate:
- First Aid and CPR certificates must be obtained within sixty (60) days from date of hire
- Possession of a valid California driver's license

WORKING CONDITIONS:

Physical Demands:
Employees in this position must have/be able to:
- Enter data into a computer terminal/typewriter and operate standard office equipment.
- Hear and understand speech at normal levels and on the telephone with or without hearing aids.
- See and read a computer screen and printed matter with or without vision aids.
- See, hear and speak with/without assistive devices sufficient to communicate effectively with others.

- Sit for extended periods of time.
- Bend at the waist, kneel or crouch.
- Reach overhead, above the shoulders and horizontally, grasp, push/pull.
- Lift and/or carry up to 25 lbs at waist height for short distances.

CSEA 821 approval: 5/31/17
Personnel Sub: 6/06/17
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