

# *Magnolia School District*

## **STUDENT INFORMATION DATA ANALYST**

### **DEFINITION**

Under the supervision of the Assistant Superintendent of Educational Services, performs a wide variety of technical systems functions such as Average Daily Attendance (ADA); California Longitudinal Pupil Achievement Data System (CALPADS); assists in the development and maintenance of a variety of files, records, and in the preparation of reports; provides information and assistance on sensitive and confidential matters; assumes and performs other related work as necessary or required.

### **EXAMPLES OF DUTIES**

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the class.

- Prepares, organizes, and coordinates systems maintenance and reporting of records, student reports, and assessment data and establish operating procedures and standards consistent with legislative mandates and district priorities;
- Support daily and long-range implementation plans for data systems that are consistent with state, federal, and county requirements and district needs;
- Uses current technology and software;
- Performs data entry and recording of information;
- Maintains a variety of records and files;
- Monitors, organizes and manages District, State and Federal student information data reports;
- Accurately generates District, State and Federal required reports;
- Reviews District, State and Federal required reports with Fiscal Services designee prior to mandated timelines;
- Completes reports and surveys as requested;
- Types and distributes notices;
- Receives, sorts, and files mail;
- Answers telephone;
- Processes oral and written inquiries received regarding Educational Services matters;
- Sends and records job related information;
- Process oral and written inquiries;
- Advise and train staff on appropriate actions for utilizing provided technologies and information systems;
- Answers staff questions, both in person and over-the-phone, on all company supported applications;
- Prepare and maintain confidential records related to assigned activities;
- Performs other related duties as assigned.

### **MINIMUM QUALIFICATIONS**

#### **Knowledge of:**

- Functions, organization, and clerical operations of an administrative office;
- Scheduling, coordinating, evaluating, and supervising work of others;
- Modern office methods, procedures, terms, equipment, and public relations;
- Current District office technology and software;
- Appropriate telephone etiquette, English usage, spelling, grammar, and punctuation;
- Information technology practices and database management;

- Proficiency with Word, Excel, and California Longitudinal Pupil Achievement Data System CALPADS;
- Relational databases and query writing;
- Record keeping techniques;
- Methods for troubleshooting;
- Customer service techniques;
- Business mathematics, filing systems, record and report keeping procedures;
- Basic objectives, organization, and functions of a California school district.

**Ability to:**

- Interact and communicate effectively with others;
- Assist and support school office staff with student information systems;
- Ability to perform with accuracy while meeting required timelines;
- Creates clear and comprehensive reports;
- Develop, keep, locate, and maintain diverse records;
- Understand, interpret, and apply rules and directions to specific situations requiring good judgment, tact, and poise;
- Use current District technology and software;
- Establish and maintain effective, respectful and cooperative working relations with school staff, fellow employees, supervisors and the public;
- Take on new responsibilities and adapt to changing situations.

**Education:**

- High school diploma or equivalent
- Associates degree required;
- Bachelor's degree preferred;
- Course in word processing, computer skills, and proofreading;
- Pass a rigorous District related test to the field applies.

**Experience:**

- Three years prior successful experience performing responsible technical systems functions support and administrative support work in an administrative office.

**DESIRABLE EXPERIENCE:**

- Knowledge of District policies.

**WORKING ENVIRONMENT**

While performing the duties of this job, the employee works in an office. The employee's primary responsibility is working with staff and parents. This position may involve frequent interruption and direct contact with staff, and the public; a high volume of responsibilities that may require working without direct and/or constant supervision; and working in an office environment where the noise level is usually moderate.

## **PHYSICAL AND MENTAL REQUIREMENTS**

The physical and mental requirements indicated below are examples of the physical aspects that this position classification must perform in carrying out essential job functions.

- Person performing service in this position classification will exert up to 30 pounds of force frequently to lift, carry, push, pull, or otherwise move objects;
- Depending on the work location, this assignment may involve sitting most of the time, but will involve walking or standing for brief periods;
- Perceiving the nature of sound, near and far visual acuity, depth perception, providing oral information, the manual dexterity to operate business related equipment and handle and work with various materials and objects are important aspects of this job.
- While performing the duties of this class, employee is regularly required to use written and oral communication skills; use math and mathematical reasoning;
- Read and interpret data, information and documents; analyze and solve problems; observe and interpret situations; learn and apply new information and skills;
- Work under deadlines with constant interruptions and interact with District staff, vendors, and the general public.

The physical and mental demands described here are representative of those that must be met by an employee to successfully perform the essential responsibilities and functions of the job and are not meant to be all inclusive. Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job.

Range: 44

Revised: 9/28/09; 7/5/16, 03/2018

Approved: 04/2017, 03/2018

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*EQUAL OPPORTUNITY EMPLOYER*

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