LEXINGTON / RICHLAND SCHOOL DISTRICT FIVE, SOUTH CAROLINA
JOB DESCRIPTION

JOB TITLE: INSTRUCTIONAL SYSTEMS DATA ANALYST
OFFICE OF ACCOUNTABILITY
INFORMATION OFFICE

GENERAL STATEMENT OF JOB

Under routine supervision, develops, troubleshoots, and administers the District's data quality systems and tools for the support and use of information by school and district staff. Creates systems to provide easy access to district data that will assist principals and teachers in the instructional process. Supervises and leads a research team to create online reports that detail current and longitudinal student achievement data and provide processed student data in usable form. Monitors, retrieves and analyzes data from the District's student information system (SIS) for various reports and reporting requirements; creates and maintains state achievement test files and other files for regular or special reports; acts as a technical resource and assists in the development of efficient data collection and analysis for program evaluation. Reports to the Director of Accountability.

SPECIFIC DUTIES AND RESPONSIBILITIES

ESSENTIAL JOB FUNCTIONS

- Develop, document, support and produce standard and customized reports from various databases for school and district staff using available tools such as MS SSRS, MS Excel
- Enhance reports distribution methods in a that is useful and easily accessible to school and district staff
- Coordinate data collection and analysis used in State and Federal accountability
- Develop data quality standards and methodologies, clean, integrate and manage data files, and monitor data quality
- Maintain, support, and enhance the existing data warehouse (Enrich)
- Provide regular staff development/training in using the District's data systems and interpretation of the reports
- Serve as a team leader and team member as necessary to perform the essential job functions
- Assist in the analysis of data and the interpretation of results

ADDITIONAL JOB FUNCTIONS

Performs related duties as required.

MINIMUM TRAINING AND EXPERIENCE

Qualifications:

- Minimum of a bachelor's degree in computer science or business or related field; four years management experience/training
- Minimum of four years experience in computer software for data analysis and reporting
- Experience writing complex SQL databases queries, stored procedures, and scripts
- Experience managing complex data sets
- Strong communication and organizational skills