ACCOUNTABILITY AND TESTING DATA ANALYST

Exempt

General Definition of Work

Performs complex advanced technical work developing data analysis database applications, analyzing data, producing reports, charts and scorecards, working with stakeholders to define data needs and explore future data analysis capabilities, providing professional development training, providing a strategic view of data for school and district planning teams and other stakeholders, and related work as apparent or assigned.

Qualification Requirements

Master's degree with coursework in statistics, database programming, business process management, or related field and considerable experience developing databases, programming, working with statistics or NC testing, or equivalent combination of education and experience.

Salary

Pay Grade 73

Reports to

Director of Accountability Services

Essential Functions

- Collects and analyzes data; produces reports.
- Creates databases and data analysis applications including programing in Visual Basic, HTML and ASP (application server pages) to monitor specific data quality issues and manage the data correction process.
- Creates data display and analysis workbooks.
- Collects and analyzes external data.
- Provides professional development training to school/district administrators and other data users.
- Works with school, department and district improvement planning teams to define data which will be used to monitor improvement plan performance, define data and analysis possibilities to allow the teams more plan monitoring capabilities, use data knowledge to help teams understand additional capabilities which could be used to help support plan goals, provide analysis of 'current' situation using historical data within the teams' focus area, work with technology to define technical data environment for the district and to define hardware, software and needed resources.
- Works with stakeholders to define data needed to fulfill their reporting needs.
- Uses data knowledge to assist stakeholders decide what they may want to have reported.
- Manages the district data store; provides standard data for reporting; creates and manages transactional databases to provide reporting and historical data collection for state test scanning process; creates new or updates existing databases as reporting needs change.
- Manages the district's data delivery website collection; builds new websites; manages permissions and security of sites and data folders.
- Creates database applications which can be used by non-technical users to collect and process data; generates reports or report datasets.
- Tests accommodations reporting and pre-filled student verification forms.
- Prepares weekly student attendance reporting.

Knowledge, Skills and Abilities

- Thorough knowledge of relational data modeling, database design, structured programming, object design and data integrity and validation procedures.
- Thorough knowledge of technical manuals and guides to assist with work processes.
- Thorough knowledge of application district, state and federal rules related to data integrity and reporting.
- Thorough knowledge of relational database theory and techniques.
- Thorough knowledge of statistics and statistical measurements.
- General knowledge of programming language development tools.
- General knowledge of various operating and network systems databases are written to function within including applicable hardware and software.
- Ability to operate standard office equipment and related hardware and software.
- Ability to learn specialized software related to business need.
- Ability to provide troubleshooting expertise for other non-technical staff.
- Ability to communicate effectively in oral and written form.
- Ability to establish and maintain effective working relationships with staff.

Physical Requirements

- Requires the occasional exertion of up to 10 pounds of force.
- Regularly requires sitting, using hands to finger, handle or feel and repetitive motions.
- Occasionally requires standing, walking, speaking or hearing, stooping, kneeling, crouching or crawling, reaching with hands and arms, pushing or pulling and lifting.
- Work has standard vision requirements.
- Vocal communication is required for expressing or exchanging ideas by use of the spoken word.
- Hearing is required to perceive information at normal spoken word levels.
- Requires preparing and analyzing written or computer data.
- Must be able to operate a variety of equipment and tools including computers, scanners, typewriters, computer software, etc.
- Work has no exposure to environmental conditions.
- Work is generally in a moderately noisy location (e.g. business office, light traffic).

Disclaimer

The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees to this job.