

JOB TITLE: DATA ANALYST/TECHNOLOGY SUPPORT TECHNICIAN

DESCRIPTION OF BASIC RESPONSIBILITIES:

Under the direction of the Superintendent, this position is responsible for analyzing and interpreting assessment data as it relates to student achievement no less than .50 FTE. The position is responsible for maintaining accurate and confidential data files of student achievement and will work to support data for teachers and administrators to improve instruction. This position will also apply appropriate statistical measurements to data; review school and state data to develop comparison trends; and design and develop reports as requested.

This position will coordinate and implement the assessment and accountability program, including test preparation and analysis; organize the purchase, distribution, and collection of all testing materials; schedule assessments; provide reports of tests scores and statistics; interpret and implement testing policies and State and Federal laws that apply to testing; maintain the District's student achievement databases; organize queries and reports using the student data system.

In addition, this position will spend no more than .50 FTE providing support for technology assistance districtwide.

SUPERVISOR: Superintendent

TYPICAL DUTIES:

1. Analyzes and prepares reports from local, state, and national assessment data as it relates to student performance and school improvement.
2. Develops and maintains historical student and school data files to monitor and track performance.
3. Interprets and reviews assessment data with administrators and teachers.
4. Compiles and maintains data from multiple assessments to develop student, subject, grade-level, or school achievement profiles.
5. Ensure the validity of all data presented to staff.
6. Attends, and leads as appropriate, training sessions and site meetings related to assigned responsibilities.
7. Performs a variety of technical duties related to State and District student assessment programs, research, and evaluation studies.
8. Inventories, orders, distributes, and collects assessment testing materials.
9. Maintains and communicates up-to-date knowledge of State and Federal reporting requirements and testing programs with school site administrators and staff regarding activities, policies, and procedures.
10. Utilizes descriptive statistics and performs mathematical calculations.
11. Serves as a liaison with site coordinators/administrators regarding assessment needs and results.
12. Assists in training of staff regarding assessment record keeping.
13. Coordinates and determines number of students to be tested, schedules for preparation of testing packages, and arranges for the delivery and pick up of testing materials.

JOB TITLE: DATA ANALYST/TECHNOLOGY SUPPORT TECHNICIAN

14. Competently uses databases, spreadsheets, the District's student information system, and other computer programs to assist in test scoring, analysis, and reporting.
15. Prepares and completes a wide variety of electronic files, labels, rosters, documents, records, and reports related to departmental operations and activities.
16. Inspects and proofreads reports, records, and other data for accuracy, consistency, and completeness.
17. Operate and maintain a variety of equipment including computers, printers, network devices, wireless devices, active/dynamic classroom hardware and software tools, and other IT-related equipment;
18. Assist in the implementation and support of antivirus and antimalware programs and network security on the LAN and WAN;
19. Install hardware and software on new and used PC and Mac systems;
20. Assist in the troubleshooting of computers, printers, networks, WiFi, or other hardware-related problems;
21. Perform other related duties as assigned.

EMPLOYMENT STANDARDS:

Knowledge of:

- Applicable laws, codes, regulations, policies, and procedures as well as ASJUSD policies and procedures.
- Basic descriptive statistics.
- Basic research methods.
- Terminology, processes, and operations of assigned office.
- Strong oral and written communication skills.
- Interpersonal skills using tact, patience, and courtesy.
- Mathematical calculations.
- Basic budgeting practices regarding monitoring and control.
- Educational testing principles and practices.
- Effective methods and techniques of assisting staff who are providing assessment and instruction.
- Experience working with large data sets including data analysis, interpretation, and display;
- Possess strong communication, organizational, analytical, and written skills.
- Demonstrate initiative and the ability to handle multiple tasks simultaneously;
- Methods, tools, and equipment used in the installation and service of computer hardware, networks, and software;
- Windows and Apple platform computer operating systems and software

Ability to:

- Understand, implement, and comply with State and Federal mandated-testing procedures;
- Perform data entry and retrieval.
- Establish and maintain effective work relationships with those contacted in the performance of required duties.
- Plan, coordinate, and prioritize assigned tasks to successfully meet established timelines;

JOB TITLE: DATA ANALYST/TECHNOLOGY SUPPORT TECHNICIAN

- Install computers, printers and other peripheral devices;
- Install and test software and hardware;
- Record keeping and report preparation techniques.
- Operate standard office equipment/machines such as copier, fax, computer and assigned software, and printer.
- Technological proficiency using the Microsoft Office Suite with emphasis on Excel, Word, and PowerPoint, including designated database systems/software.
- Perform a variety of technical duties related to State and District student assessment programs.
- Assemble, organize, and prepare data for records and reports.
- Prepare and maintain records and reports.
- Compose routine correspondence and written materials independently.
- Work flexible hours when needed and work with deadlines.
- Use proper lifting techniques.

EDUCATION AND EXPERIENCE:

College degree desired in a related area (i.e., computer science, mathematics, etc.) or a comparable amount of training, experience, and skills necessary to perform effectively is required. Must have experience working with data from various types of sources.

License: Possession of a valid California Driver's License.

MEDICAL CATEGORY II

Moderate Physical Effort

1. Requires moderate physical effort and exertion associated with the ability to lift, carry, push, pull, or climb.
2. Requires lifting 50 lbs. maximum or carrying any object weighing up to 25 lbs.