

**COUNTY OF ORANGE
MUNICIPAL/SCHOOL
JOB CLASSIFICATION SPECIFICATION**

CLASS TITLE: SCHOOL DATA ANALYST

TITLE #: 1848

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for providing assistance to a school district in the organization, analysis, and evaluation of district data. The incumbent serves as a school district liaison and is responsible for implementing and maintaining accurate and consistent reporting of individual student and teacher evaluation data. Work is performed under the general supervision of a higher-level administrator with leeway allowed for the use of independent judgment in carrying out details of the work. Does related work as required.

TYPICAL WORK ACTIVITIES:

Serves as the district's liaison in the on-going collection of district data, review of assessment reports, data warehousing efforts, use of data extraction tools, etc.;

Defines and provides district-level data for program analysis and improvement and communicates data standards across departments;

Monitors compliance with regard to data standards and maintenance of records;

Provides status reports to the Superintendent regarding the district's compliance and responds to requests for data for analysis purposes;

Works with local BOCES and district staff to analyze and interpret data;

Identifies needs and provides training and support to district staff related to state reporting system requirements;

Performs regular maintenance on the Student Management System and is the lead contact for all system issues;

Works with district staff on meeting New York State Education Department requirements related to teacher/student data linkage;

Works with principals in developing processes for elementary schedule and report card format, layout and printing;

Coordinates with the Director of IT or designated higher-level administrator relative to grants, applications, administration, and special projects;

May assist with processes and procedures associated with vetting freeware and purchased software requests and obtain/review third party vendor agreements;

Provides solutions for ad-hoc data and reporting requests.

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FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of automated spreadsheet and database programs; thorough knowledge of the procedures used in compiling, tabulating, verifying and analyzing statistical data; good knowledge of the capabilities of automated systems equipment to produce various formats, such as reports, tables, charts and file storage; good knowledge of school district staff needs and responsibilities; working knowledge of data flows, data privacy, and data security; ability to manipulate data into different standard formats; ability to effectively use computer applications software; ability to comprehend and maintain complex records and data files; ability to troubleshoot minor software and application problems; ability to learn and understand NYSED Ed Law 2d; ability to maintain effective working relationships with groups and individuals, ability to communicate effectively both orally and in writing; attention to detail; initiative; integrity; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Either:

- A. Possession of a Bachelor's Degree (or higher) in computer sciences, business administration, statistics or closely related field and two (2) years of experience in the creation and maintenance of automated database or spreadsheet records; OR
- B. Possession of an Associate's Degree in computer sciences, business administration, statistics or closely related field and four (4) years of experience in the creation and maintenance of automated database or spreadsheet records.
- C. Graduation from high school or the possession of a high school equivalency diploma and six (6) years experience in the creation and maintenance of automated database or spreadsheet records.

Note: Your degree must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree was awarded by an educational institution outside the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the Internet at <http://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.

JURISDICTIONAL CLASSIFICATION: Competitive

REVISED: 02/29/24 LD