

EDUCATIONAL DATA ANALYST – ALTERNATIVE EDUCATION

GENERAL RESPONSIBILITIES

Under the direction of the Coordinator of Alternative Education and the Director of Secondary Instruction, the position is responsible for providing essential support for collection, analysis, tracking and reporting of data associated with alternative education programs, providing a variety of office assistance activities, and maintaining complex and confidential files.

ESSENTIAL TASKS

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Provide support with special projects involving the development of new programs and initiatives.
- Provide data necessary to assist with the writing of grants.
- Assist with the preparation and management of the department's budget for grant and local operating funds.
- Monitor contracts for services essential to program and project implementation.
- Coordinate transportation of students in Alternative Education centers and programs.
- Coordinate the delivery and distribution of alternative education curriculum materials.
- Conduct detailed program analysis and evaluation to assist in developing recommendations.
- Develop specific methods and procedures for program and project data collection to house extracted data from a variety of sources.
- Query data to address specific informational requests with the understanding that the Coordinator and/or Director are responsible for identifying data needs and programmatic changes within the school division.
- Create user-friendly reports to assist the administration in data-driven decision making.
- Develop protocols to ensure data accuracy.
- Support the Alternative Education staff in the development of reports to meet reporting requirements.
- Collaborate with various departments within the school division and employees to assist with the evaluation of alternative education programs.
- Ensure the proper operation of the alternative education office by assisting the staff with administrative and clerical matters.
- Perform related work as required.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of database theory and design, and experience manipulating large relational databases; proficient in the use of Microsoft Office Suite programs, specifically, database programs; knowledge of educational practices as applied to data extraction, manipulation, analysis, and reporting preferred; a strong analytical background and the ability to present information in oral and written format required; a comprehensive knowledge of alternative education principles, services, and philosophies, preferred; general knowledge of school financial operations, grants management, and school budgeting procedures required; ability to work independently, coordinate multiple assignments and competing priorities simultaneously; must possess the ability to establish and maintain effective working relationships with division employees and the general public.

EDUCATION AND EXPERIENCE

Bachelor's Degree in Business Administration, Management or a related field required. Experience in data extraction management, analysis, and reporting experience at the advanced level, preferably in the field of education.

A comparable amount of training and experience may be substituted for the minimum qualifications.

PHYSICAL REQUIREMENTS

None.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

SPECIAL REQUIREMENTS

Possession of a valid driver's license.

FLSA status: Exempt	Description: Dev. 7/08
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