

EDUCATIONAL DATA ANALYST

GENERAL RESPONSIBILITIES

Provide data requirements associated with the *No Child Left Behind Act* (NCLB) and school accreditation. Assist the various departments within the school division in their efforts to evaluate educational programs. Perform a variety of duties associated with the acquisition, management, analysis, and reporting of educational data for departments and schools. Provide technical assistance on retrieval and storage of student data.

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.)

- Collect, compile, analyze, and report data (e.g., enrollment information, course grades,
- NCLB reporting requirements involving attendance, graduation rates, PSAT, SAT, teacher-level variables for the current school year, all historical data, standardized and local assessment data, etc.).
- Query data to address specific informational requests at the direction of the Department of Research, Evaluation, and Assessment (REA) staff with the understanding that REA staff members are responsible for identifying data needs within the school division.
- Create and manage data stores to house extracted data from a variety of sources.
- Create user-friendly reports to assist stakeholders (central office and schools) in data-driven decision making Support REA staff in the development of reports from custom student data extractions to meet reporting requirements.
- Develop protocols to ensure data accuracy.
- Assist the educational data specialist with various data request
- Play a critical role in supporting the local assessment program in Virginia Beach.
- Perform related work as required.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of relational databases theory and design and experience manipulating large relational databases; proficient in the integrated use of Access, Excel, and Query Analyzer with experience creating T-SQL stored procedures and Access reports; and experience with SPSS; experience with Pearson Design Expert and Scantools software is recommended; additionally, ability to work independently and coordinate multiple projects simultaneously and knowledge of educational practices as applied to data extraction, manipulation, analysis, and reporting preferred.



EDUCATION AND EXPERIENCE

Bachelor’s Degree or certification in computer science or related field required. 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: Rev. 1/08
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