

# MONTEREY COUNTY OFFICE OF EDUCATION

## STUDENT DATA ANALYST

**CLASSIFICATION:** Classified

**SALARY LEVEL:** 41.5

**WORK YEAR:**

### **DEFINITION:**

Under the general direction of the Educational Administrator, the Student Data Analyst performs a variety of complex technical tasks by assisting with statistical analysis and monitoring of student achievement and outcomes data, providing specific data narratives which support analysis; provides advanced secretarial support to assigned Educational Administrator.

### **SUPERVISOR:**

Educational Administrator

### **POSITIONS SUPERVISED:**

None

### **DISTINGUISHING CHARACTERISTICS:**

The Student Data Analyst is the highest level position in this class of student information positions. The Student Data Analyst is distinguished from the Student Information Lead by the requirement of a bachelor's degree, preparation and analysis of county-wide student data, and the preparation of reports identifying trends, significant shifts in performance, opportunities for improvement and identification of significant growth.

### **QUALIFICATION REQUIREMENTS:**

To perform a job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed in the job description are representative of the knowledge, skills and/or abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**MAJOR DUTIES AND RESPONSIBILITIES:** The following is a list of duties that is representative of the position that includes but is not limited to:

- Analyzes county-wide achievement and other student outcome reports including but not limited to the requirements of the new Elementary and Secondary Education Act (ESEA), such as growth targets, significant subgroups, Title III, drop out and graduation rates
- Ensures the validity and reliability of student data in various systems
- Compiles, prepares, writes, edits, and coordinates the publication of research and other reports in various formats that may include charts, pivot tables, data trends and patterns, statistical calculations, and in-depth analysis of these numerical results
- Prepares and distributes reports of student academic outcomes for analysis of achievement trends
- Manages multiple projects and assignments at the same time
- Designs, implements, and completes forms and templates for organizational and external data and

information reporting purposes

- Initiates and implements constructive suggestions to improve data templates and analytical processes
- Utilizes survey tools, computer software, and other instruments and media as appropriate for efficient and effective research design, quantitative and qualitative data collection and analysis and reporting; utilizes state databases and achievement databases in public domains
- Performs a wide variety of advanced office, secretarial, and administrative activities in support of assigned administrator
- Provides comprehensive data results and analyses services for small districts, both electronically and, as needed, at district sites as assigned
- Participates in assigned local and regional committees
- Complies with Monterey County Office of Education Board Policies, Superintendent's Policies and Administrative Regulations

### **OTHER DUTIES:**

Performs other job-related duties as assigned

### **PHYSICAL AND MENTAL CHARACTERISTICS:**

Physical, mental and emotional stamina to perform the duties and responsibilities of the position; manual dexterity sufficient to write, use telephone and business machines; vision sufficient to read printed materials; hearing sufficient to conduct in person and telephone conversations; speaking ability in an understandable voice with sufficient volume to be heard in normal conversational distance, on the telephone and in addressing groups; physical agility to push/pull, squat, twist, turn, bend, stoop and to reach overhead and climb; physical mobility sufficient to move about the work environment (office, district, school site-to-site), drive an automobile, and respond to emergency situations; physical strength sufficient to lift 25 pounds; physical stamina sufficient to sit for prolonged periods of time; mental acuity to collect and interpret data, evaluate, reason, define problems, establish facts, draw valid conclusions, make valid judgments and decisions.

### **REQUIRED QUALIFICATIONS**

#### **Education and Experience:**

- Any combination of education or experience equivalent to a high school diploma
- Bachelor's degree from an accredited college or university including coursework in a related field
- Any combination of training and experience equivalent to three (3) years of progressively responsible clerical and/or technical experience, which has provided the applicant with the required knowledge and abilities to successfully perform job duties, including one year of experience conducting applied research and data analysis

#### **Knowledge of:**

- Modern office procedures and practices, including filing systems, reception and telephone techniques and letter and report writing techniques
- Advanced computer application software that includes word processing, data base and spreadsheets
- Business English usage, spelling, grammar, punctuation, and report/correspondence writing
- Rapid and accurate mathematical calculations
- Effective methods of time management and organizing projects
- Applied research methodology, including statistical procedures and measurement techniques

- Statistical and narrative report formats
- Database functions, including the ability to enter, query, retrieve, analyze, and prepare data
- Protocol for ensuring the security of student information and accurate processing of information to ensure validity and reliability

### **Skills and Abilities:**

- Plan, formulate and execute clerical procedures and directives in accordance with assigned duties and office policies
- Utilize and apply the technology of word processing, database, presentation software (i.e. Powerpoint) and spreadsheet applications including state databases and achievement databases in public domains
- Use an alpha/numeric keyboard and standard office equipment effectively with a reasonable rate of speed and accuracy to successfully complete assignments
- Develop understandable and accurate reports for a variety of purposes
- Analyze and interpret complex data and information
- Perform mathematical calculations with speed and accuracy
- Communicate in English, clearly and concisely, both orally and in writing
- Handle information in a discreet and confidential manner
- Exercise reasonable judgement in unusual circumstances
- Establish and maintain cooperative relationships with those contracted in the course of work
- Demonstrate positive interpersonal skills using tact, patience and courtesy
- Analyze situations accurately and adopt an effective course of action
- Work both independently and function effectively within a team setting
- Perform in demanding situations with the ability to remain flexible and focused during interruptions and distractions while meeting deadlines

### **Desirable Qualifications:**

- Experience in a public education environment

### **Licenses and Certifications:**

- Possession of an appropriate, valid California driver's license with evidence of insurability

### **Available Stipends:**

- There is a 5% pay differential for bilingual and bi-literate proficiency in a second language, including Spanish, sign language, and Braille, as certified by MCOE

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