1:0   DISTRICT DATA ANALYST

2:0   LINE AND STAFF RELATIONSHIP

2:1   The District Data Analyst reports to the Director of Technology.

3:0   FUNCTIONS AND DUTIES

3:1   The District Data Analyst assists in maintaining accurate and complete information for the Fairhaven Public Schools in the student and administrative databases for the purpose of ensuring quality data.

3:2   The District Data Analyst participates in setup, completion and implementation of District policy and procedures related to data entry to optimize data integrity and confidentiality.

3:3   The District Data Analyst facilitates the articulation between the high school, middle school, and elementary schools to ensure cohesive data entry.

3:4   The District Data Analyst assists in managing DESE Security Portal.

3:5   The District Data Analyst is responsible for the timely dissemination of the Department of Elementary and Secondary Education's reports such as but not limited to SIMS, SSDR, SCS, EPIMS, School Attending Children, MCAS, AYP, Title I, Graduation Rate, and Dropout Rate.

3:6   The District Data Analyst communicates with District administrators, teachers, and staff to verify data and compile reports before submission.

3:7   The District Data Analyst is responsible for the administration of Aspen, the district's student information system. Aspen integrates K-12 applications including gradebook, scheduling, parent and student portals, reporting, special education, learning and community pages, health, personnel and professional development information.

3:8   The District Data Analyst modifies and creates custom reports/queries as needed using Aspen.

3:9   The District Data Analyst assists in preparing all standardized test data for analysis, reporting and presentation.

3:10   The District Data Analyst partners with school data teams to support each school's interim assessment protocols and analyze data. Support Assistant Superintendent, Principals and Supervisors to identify strengths, areas for improvement in order to inform decision making.

3:11   The District Data Analyst manages the development and design of visual analytic resources and other regular reports or analysis that answer questions for key stakeholders.

3:12   The District Data Analyst provides insight on student, school, and regional performance trends and patterns to inform discussions and strategic decisions at the school and district level.

3:13   The District Data Analyst develops instructional manuals and videos regarding data collection, maintenance and reporting while meeting necessary deadlines.

3:14   The District Data Analyst provides necessary database training for school department personnel.

3:15   The District Data Analyst manages the automated database management system used for absence management and substitute placement.

3:16   The District Data Analyst assists in successful implementation of the district's communication service which is designed specifically for the school-community that allows the district to build community relations, improve parental involvement, and ensure school-community safety.

3:17   The District Data Analyst produces monthly district reports in the areas of, but not limited to, Enrollment, Attendance, Student Conduct and Discipline, and Dropout Report.

3:18   The District Data Analyst assists in the administration of the Fairhaven Public School District's Website.

3:19   The District Data Analyst assists with creating a brand for the Fairhaven Public Schools using Website and Social Media communication.

3:20   The District Data Analyst facilitates the dissemination of Civil Rights Data Collection in accordance with federal requirements.

3:21   The District Data Analyst implements district-wide procedures to guide the collection of Free and Reduced Lunch Data.

3:22   The District Data Analyst assists in the implementation of the Fairhaven Public School District's Technology Plan.

3:23   The District Data Analyst performs other responsibilities as assigned by the Superintendent of Schools and Director of Technology

4:0   QUALIFICATIONS

4:1   Associate's degree and 3-5 years of IT experience preferably in a school department, or equivalent combination of education and experience.

4:2   Or Bachelor's degree and 1-3 years of experience.

4:3   Experience with multiple types of databases, including student information system software, Follett Aspen preferred.

4:4   Experience importing and exporting data to generate reports. - Demonstrated proficiency with data analysis.

4:5   Website management knowledge and experience.

4:6   Experience with MA state reporting (SIMS, EPIMS) preferred.

4:7   Excellent organizational and communication skills.

4:8   Demonstrated ability to work in a collaborative setting and with staff, parents and the general public.

Enacted: 3/22/17