

DISTRICT DATA ANALYST

Job Family: Classified / Exempt

Prepared/Revised Date: December 22, 2025

FLSA Status: Exempt

Work Year: 260 Days



SUMMARY

The District Data Analyst supports district-wide decision-making by collecting, managing, analyzing, and reporting student, assessment, and program data. This position collaborates with district and building leaders to develop data systems, dashboards, and workflows that improve instructional practices, meet state and federal reporting requirements, and support continuous school improvement efforts. The Data Analyst serves as a district expert in student data analysis, reporting systems, and data-informed practices.

ESSENTIAL DUTIES & RESPONSIBILITIES

- Implement, maintain, and support the district data analytics and reporting systems, including dashboards and data warehouses.
- Manage district databases and aggregate data from multiple sources to provide accurate, timely information to stakeholders.
- Support district-wide assessment systems, including system interfaces, data validation, and reporting.
- Identify user needs related to student and assessment data and develop ad-hoc queries, reports, and visualizations to meet those needs.
- Take a leadership role in the successful implementation and maintenance of state data certification and reporting processes.
- Provide support for local, state, and federal reporting requirements, including navigating Department of Education systems to submit required data.
- Collect, organize, analyze, and interpret student data to support instructional decision-making, compliance with legislation, and community reporting.
- Assist with the design and analysis of evaluation studies to measure short- and long-term program effectiveness.
- Provide data and analysis necessary to support grant applications, evaluations, and community partnerships.
- Assist in the development, administration, and analysis of surveys and interpret results for stakeholders.
- Provide professional development, consultation, and training to district and building staff on data systems, reports, and data interpretation.
- Serve as a district expert in student data analysis, assessment interpretation, and data-informed practices.

- Support student information system functions, including school setup, custom data entry pages, and workflow improvements.
- Collaborate with colleagues across departments to streamline processes, improve efficiency, and enhance data accuracy.
- Maintain data privacy, security, and compliance with all applicable laws, policies, and procedures.
- Participate in required meetings, trainings, and professional development activities.

EDUCATION & RELATED WORK EXPERIENCE

- Bachelor's degree in Data Science, Computer Science, Management Information Systems, Education, or a related field required.
- Masters degree in Administration preferred.
- Experience working with student information systems and assessment platforms is preferred.
- Equivalent combinations of education and relevant experience may be considered.

TECHNICAL SKILLS, KNOWLEDGE & ABILITIES

- Strong knowledge of data analysis, reporting, and visualization practices.
- Ability to work with large, complex datasets from multiple systems.
- Proficiency with data tools and platforms such as student information systems, assessment systems, dashboards, spreadsheets, and databases.
- Ability to clearly communicate data findings to technical and non-technical audiences.
- Ability to develop efficient workflows and standardized data collection processes.
- Strong problem-solving, organizational, and analytical skills.
- Ability to collaborate effectively with administrators, teachers, and support staff.
- Ability to maintain confidentiality and comply with data privacy and cybersecurity requirements.
- Ability to promote and follow Board of Education policies, district procedures, and professional standards of conduct.

REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE

Reports to:

- Superintendent

Direct reports:

- None

Responsible for:

- Providing district-wide data analysis, reporting, and system support for school improvement initiatives.

PHYSICAL REQUIREMENTS & WORKING CONDITIONS

(The physical demands, environmental conditions, and mental functions below reflect typical requirements for an office-based data analyst role. Reasonable accommodations may be made to enable individuals with disabilities to perform essential job functions.)

Physical Activities

- Sitting: Over 2/3
- Standing/Walking: 1/3–2/3
- Use of hands and fingers (keyboard/mouse): Over 2/3
- Reaching with hands and arms: Under 1/3
- Talking: 1/3–2/3
- Hearing: 1/3–2/3

Weight & Force Demands

- Up to 10 lbs: Under 1/3
- Up to 25 lbs: Rare

Mental Functions

- Analyze, compare, evaluate, and synthesize data: Over 2/3
- Communicate findings and train others: 1/3–2/3
- Copy, compute, and compile: 1/3–2/3

Work Environment

- Primarily indoor office environment with moderate noise levels.
- Occasional travel to school buildings for meetings or training.

Vision Requirements

- Close vision: Required

Noise Level

- Moderate