

JOB DESCRIPTION

Job Title	Senior Data Analyst	Job Title Code	155305
Reports to	Executive Director Strategic Planning & Design	Wage/Hour Status	Exempt
Dept/School	Strategic Planning, Analytics, Accountability	Pay Grade	107
		Date Revised	August 08, 2025

Primary Purpose

Serve as an organizational technical expert in organizational data and its utilization assisting key individuals within the organization in the use of this data with a focus on creating and distributing tools for continuous improvement for aspects of data driven decisions through data visualization. Serve as a project manager to coordinate with departments and other entities in consolidated efforts to develop custom data visualization solutions, and others, with responsibility for setting schedules and evaluating project progress.

Education/Certification

- Bachelor's Degree

Special Knowledge/Skills

- Advanced knowledge of relational databases and SQL
- Advanced proficiency utilizing Business Intelligence or Analytical Tools
- Demonstrated ability in communication, organization, implementation and project management
- Ability to manage multiple ongoing projects

Experience

- Five (5) years performing advanced analytics and development of data driven solutions utilizing SQL with a broad spectrum of data sets.
- Five (5) year experience utilizing Business Intelligence or Analytical Tools to develop dynamic dashboards such as Tableau, Microsoft Power BI, SAS Visual Analytics, Domo, or Oracle Analytics.

Major Responsibilities and Duties

1. Interpret data to identify patterns and relationships and develop models to predict future outcomes.
2. Lead large data initiatives and work with management on projects. Distribute responsibilities to junior analysts and help build the analyst function within the organization.
3. Prepare documentation and reports and develop procedures to streamline processes and ensure compliance.
4. Create systems and tools for effective data management, visualization, and interpretation.
5. Train junior data analysts and data analysts and build understanding among partners about how to use data effectively.
6. Monitor Tableau server performance and make recommendations for system optimization.
7. Maintain and assist with Tableau Server upgrades.
8. Review and monitor existing dashboards and ETL workflows for accuracy and efficiency and help monitor changes.
9. Collect, organize and analyze data so that they can accurately report their findings to other departments through data visualization tools.
10. Assist the Strategic Planning, Analytics, Accountability division with data files related to state and district assessment programs.
11. Establish standard methodologies for data assessment and interpretation across multiple dashboards to ensure consistent information representation.
12. Create and run processes related to student enrollment projections for the district, tracks enrollment throughout the year, submit class-size exception waivers as necessary, and conduct staff leveling.
13. Create tools and documentation for repeatable processes to reduce redundancy among peers.

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14. Evaluate historical data provisioning needs to create new tools and enhance existing tools to improve accuracy and efficiency in data driven solution delivery.
15. Monitor class loads on a regular basis to ensure State compliance.
16. Coordinate the staffing process to include conducting and scheduling staff meetings involving School Leadership, Human Resources, Finance, Budget, Curriculum and Instruction, Special Education, Connecting Languages, External Funding, Fine Arts, and Facilities.
17. Assist in responding to compensation surveys.
18. Create and manage Geographic Information System (GIS) databases.
19. Translate user requirements into a logical process to deliver appropriate data driven solutions.
20. Assist in developing and monitoring metrics established by the EPISD Board of Trustees to include Board goals.
21. Assist in identification and development of appropriate measurement techniques.
22. Perform other duties as assigned by supervisor.

Supervisory Responsibilities

None

Physical and Mental Job Requirements

Mental Demands/Physical Demands/Environmental Factors

Maintain emotional control under stress. Frequent prolonged and irregular hours.

Terms of Employment

226 days; salary to be established by the Board of Trustees

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Approved: _____
Job Title: _____
Date: _____

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Date: _____

My supervisor has reviewed this job description with me and has provided me with a copy.

Employee: _____
Date: _____

The El Paso Independent School District does not discriminate in its educational programs or employment practices on the basis of race, color, age, sex, religion, national origin, marital status, citizenship, military status, disability, genetic information, gender stereotyping and perceived sexuality, or on any other basis prohibited by law. Inquiries concerning the application of Titles VI, VII, IX, and Section 504 may be referred to the District compliance officer, at 230 -2031; Section 504 inquiries regarding students may be referred to 504 Coordinator at 230-2856.

El Distrito Escolar Independiente de El Paso no discrimina en los programas de educación o en prácticas de empleo usando el criterio de raza, color, edad, sexo, religión, origen nacional, estado civil, ciudadanía, estado



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militar, discapacidad, información genética, estereotipo sexual o sexualidad percibida, u otra práctica prohibida por la ley. Preguntas acerca de la aplicación del título VI, VII o IX, y la Sección 504 pueden ser referidas al oficial del distrito, al 230-2031; preguntas sobre 504 tocante a estudiantes pueden ser referidas al oficial de 504 al, 230-2856.