

Job Title: Senior Data Analyst **Hour Status:** Exempt
Reports to: Executive Director Strategic Planning & Design **Pay Grade:** 107
Dept. /School: Strategic Planning, Analytics, Accountability **Date Revised:** November 8, 2023

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.

Qualifications

Education/Certification

Bachelor's Degree

Special Knowledge/Skills

- Extensive experience collecting detailed requirements for and executing data driven solutions
- Ability to establish requirements for data driven solutions with people from varying disciplines and degrees of technical expertise
- Significant experience managing requirements and analytic tools to establish ultimate efficiency in processes that are regularly repeated
- Ensure compliance with federal and state deliverable reporting requirements by performing data quality audits and analysis
- Excellent business and system analysis skills.
- Ability to handle stressful situations particularly caused by high-priority and/or significantly time constrained requests
- Must be self-motivated, analytical, a good troubleshooter and goal oriented
- Experience with student information systems to include but not limited to Frontline/TEAMS

Experience

Two (2) years' experience performing advanced analytics and development of data driven solutions utilizing SQL with a broad spectrum of data sets. Experience may come from college coursework or professional application.

Two (2) years' experience utilizing Business Intelligence or Analytical Tools to develop dynamic dashboards such as Tableau, Microsoft Power BI, SAS Visual Analytics, Domo, or Oracle Analytics. Experience may come from college coursework or professional application.

Major Responsibilities and Duties

1. Collect, organize, and analyze data so that they can accurately report their findings to other departments through data visualization tools.
2. Assist the Equity, Analytics, Strategy, Assessment & PEIMS division with data files related to state and District assessment programs.
3. Establish standard methodologies for data assessment and interpretation across multiple dashboards to ensure consistent information representation
4. Assist with ad-hoc reports and analysis of data sets.
5. 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.
6. Create tools and documentation for repeatable processes to reduce redundancy among peers.
7. Evaluate historical data provisioning needs to create new tools and enhance existing tools to improve accuracy and efficiency in data driven solution delivery.
8. Monitor class loads on a regular basis to ensure State compliance.

- 9. Coordinate the staffing process to include conducting and scheduling staffing meetings involving School Leadership, Human Resources, Finance, Budget, Curriculum and Instruction, Special Education, Connecting Languages, External Funding, Fine Arts, and Facilities
- 10. Assist in responding to compensation surveys.
- 11. Create and manage Geographic Information System (GIS) databases.
- 12. Ability to translate user requirements into a logical process to deliver appropriate data driven solutions.
- 13. Assist in developing and monitoring metrics established by the EPISD Board of Trustees to include Board goals.
- 14. Assist in identification and development of appropriate measurement techniques.
- 15. 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: _____

Approved: _____

Job Title: _____

Date: _____

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

Employee: _____

Date: _____

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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 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, Rosa Ramos at 230-2031; preguntas sobre 504 tocante a estudiantes pueden ser referidas a Kelly Ball al 230-2856.