

JOB DESCRIPTION

Job Title	Junior Data Analyst	Job Title Code	155306
Reports to	Executive Director Strategic Planning, Analytics	Wage/Hour Status	Exempt
Dept/School	Strategic Planning, Analytics, Accountability	Pay Grade	102
		Date Revised	August 8, 2025

Primary Purpose

The Junior Data Analyst supports a wide variety of data gathering and reporting projects. The position provides data management and support to constituents for institutional reporting, ad hoc, and requests for complex analysis. This position also coordinates the compilation and submission of campus data to several district adopted platforms. The position is responsible for maintaining the accuracy and usability of data delivered to stakeholders.

Education/Certification

- Bachelor's Degree

Special Knowledge/Skills

- Proficiency or working knowledge of relational databases and SQL
- Proficiency or working knowledge using Excel or other data preparation tools for manipulation and organization of complex datasets
- Demonstrated ability in communication, organization, implementation and project management
- Ability to manage multiple ongoing projects

Experience

- One (1) year related experience

Major Responsibilities and Duties

1. Support the Strategic Planning, Analytics, Accountability (SPAA) Division in maintaining a systematic, organized data process.
2. Serve as Tier 1 support for the division.
3. Gather and deliver data for ad-hoc requests.
4. Collect data and input information into databases.
5. Perform data downloads and data uploads into district adopted software platforms.
6. Review records for accuracy.
7. Gather, validate, clean, reconcile and load data to assist academic and support services.
8. Update databases with new or revised information as necessary.
9. Perform regular backups of information to ensure data preservation.
10. Retrieve records and electronic files from the database.
11. Maintain records and generate documentation of systems and processes.
12. Prepare digital materials or files for printing.
13. Support the collection, management, integration, organization, and storage of data for the entire district.
14. Assist to design and schedule meetings, educational sessions, and workshops for the Strategic Planning, Analytics, Accountability (SPAA) Division.
15. Basic math, data manipulation, and formatting skills to help create client-facing work.
16. Develop and maintain dashboards.
17. Maintenance of database.
18. Perform other duties as assigned by supervision.

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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 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.