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<b>Job Title</b>	Junior Data Analyst	<b>Job Title Code</b>	155306
<b>Reports to</b>	Executive Director Strategic Planning, Analytics	<b>Wage/Hour Status</b>	Exempt
<b>Dept/School</b>	Strategic Planning, Analytics, Accountability	<b>Pay Grade</b>	102
		<b>Date Revised</b>	January 28, 2025

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## Primary Purpose

The Junior Data Analyst supports a wide variety of data gathering and reporting projects. The position provides data management and support to EASAP Department 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 incumbent manages projects largely independently and may help coordinate the efforts of EASAP staff. The position is responsible for maintaining the accuracy and usability of data delivered to stakeholders.

## Education/Certification

- Bachelor's Degree in Information Systems or related field

## Special Knowledge/Skills

- Ability and willingness to work with multiple members from different departments and assist were needed with data entry and data integration
- Ability to manage multiple ongoing projects, while assisting with smaller tasks as needed
- Attention to detail and punctuality
- Ability to stay highly organized with electronic management of large datasets
- Capable of adapting, as needed, to working under pressure and meet tight deadlines
- 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

## Experience

- One (1) year related experience

## Major Responsibilities and Duties

1. Support the EASAP 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 EASAP Division.
15. Basic math, data manipulation, and formatting skills to help create client-facing work.
16. Develop and maintain dashboards.
17. Maintenance of database.



# JOB DESCRIPTION

18. 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 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 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.



EL PASO  
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SCHOOL DISTRICT

# JOB DESCRIPTION