

I. Title Educational Accountability Data Lead

II. Definition

Under broad supervision of the department director and assistant superintendent, a Educational Accountability Data Lead performs high level data analysis and reporting by accessing, interfacing and analyzing large scale relational databases.

III. Examples of Duties

Downloads data from complex SQL databases using SQL menus and FTP procedures;

Utilizes and implements high level computer code using SPSS and/or related software applications, in order to interface and analyze data from multiple database sources such as the SJUSD, California State Department of Education, and testing contractors;

Provides on-demand data sets to local, state, and federal agencies or groups, for compliance and reporting requirements and for the general exchange of information (e.g., state testing files, TetraData, CSIS anomaly reconciliation);

Serves as the district data specialist in support of the EduSoft file preparation and data extractions and analysis;

Utilizes Crystal Reports software to link data files and to create specialized reports to inform policy as well as various constituent groups, including administrators, the SJUSD School Board, State and Federal regulatory agencies, public media, parent and community groups, etc.;

Serves as a primary district data analyst for ad hoc reporting for educational accountability data;

Trains and supports others on basic use of analysis and reporting tools for educational accountability purposes;

Serves as a primary contact with other educational accountability data managers at state and federal levels to create data files for external evaluation of both performance and compliance

Designs and develops optical scan forms using software such as NCS Design Expert software (for surveys of students, teachers, administrators and parents).

IV. Distinguishing Characteristics

Persons in this position are capable of high level analytical tasks and SPSS syntax development. They must understand conditional and Boolean logic. They are able to work independently and cooperatively with public and private individuals, groups, and agencies to meet critical information needs.

They have a deep understanding of state and local policies, compliance and reporting requirements, and data scheduling; and, they are able to set up and maintain analysis and reporting configurations necessary to support the District's educational accountability information obligations to the Board, State Agencies, and other public and private groups. They have a strong customer service focus and a sense of urgency to meet their information needs with accurate, timely, meaningful data.

They have a deep understanding of the California state testing program, test-specific databases that must be created and maintained for state scoring and reporting, individual student data files that support student reporting processes, state research data files, formal data correction protocols for maintaining district records within the state databases, and the network of websites that support state testing and accountability.

V. Employment Standards

A. Knowledge and at least 5 years experience with:

The principles and techniques of SPSS programming and data analysis in an environment where data are pulled from a variety of back-end databases housed in a variety on platforms, using a variety of interfaces (e.g., GUI, Web, terminal, client server systems).

Crystal Reports applied to environments for research, accountability, and data warehousing.

District, State and Federal reporting, compliance and confidentiality requirements.

B. Ability to:

Perform SPSS programming tasks using the district wide business and student applications systems, State Department of Education downloads, and data transfers from other agencies and groups such as testing contractors.

B. Ability to (continued):

Ability to interface district data with outside resources for data import and export tasks.

Ability to work closely with data managers in public and private agencies to conform to all educational accountability information mandates.

Ability to do post hoc analyses of data files uploaded to state and vendor databases for purposes adding missing data elements and correcting records that do not meet file specifications.

C. Education/Training/Experience:

Graduation from a four-year college, preferably with a major in social science research. Prior SPSS analytical experience in a large urban school district may be substituted for the education requirement on a 2 for 1 basis. Training and experience in FTP procedures, SPSS syntax writing, and Crystal Reports software are mandatory.

D. Licenses/Certificates:

Valid California Drivers License.

Date: June 21, 2007 Board

Range: 36A Annual Salary - (\$58,468.80 - \$71,260.80)

Job Code:

Union: AFSCME