



Data Analyst II

Job Overview

The job of Data Analyst II was established for the purpose/s of managing data in the district's Student Information System (SIS) to create proper extract files to the State's information system (EIS) for all reporting and all other student/parent/teacher software programs in the district.

This job reports to the Data Analyst Supervisor.

Job Functions

- Extract/manage/reviews all data (e.g. school district calendars, course catalogs, classes, staff, attendance schedules, historical grades, student discipline; etc) before releasing data files to the State and others to fulfill all requirements set by all levels of government.
- Manages data for all schools and audit reports for various projects (e.g. district audit, enrollment data, cohort data, scheduling; etc).
- Reviews/edits all EIS error reports for the district; which requires research and communication with other schools, districts, and/or EIS to resolve.
- Communicates with Williamson County Schools' staff the rules and regulations for data entry in the district's SIS.
- Conducts in-service trainings for the school personnel with SIS/EIS.
- Updates SIS with new and/or changing information required for State Reporting.
- Responds to inquiries from school personnel about proper reporting/data entry.
- Compiles a variety of data and develops formal reports for internal and external requests.
- Participates in a variety of meetings for the purpose of conveying and/or gathering information to improve data workflow.
- Performs Next Year Prep/Year End Processing with the SIS to ensure data integrity.

Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Skills, Knowledge and Abilities

SKILLS are required to perform single, technical tasks with a need to periodically upgrade skills in order to meet changing job conditions. Specific skill-based competencies required to satisfactorily perform the functions of the job include: preparing, analyzing and maintaining accurate records.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percentages, and/or ratios, read technical information, compose a variety of documents, and/or facilitate group discussions; and solve practical problems. Specific knowledge-based competencies required to satisfactorily perform the functions of the job include: current generation office and database software and reporting methods.

ABILITY is required to schedule activities, meetings, and/or events; often gather, collage, and/or classify data; and consider a variety of factors when using equipment. Flexibility is required to work with others in a wide variety of circumstances; analyze data utilizing defined but different processes; and operate equipment using a variety of



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standardized methods. Ability is also required to work with a wide diversity of individuals; work with a variety of data; and utilize a variety of types of job-related equipment. Some problem solving may be required to identify issues and select action plans. Problem solving with data requires independent interpretation of guidelines; and problem solving with equipment is moderate. Specific ability-based competencies required to satisfactorily perform the functions of the job includes: being attentive to detail; establishing and maintaining effective working relationships; communicating with persons with diverse technical knowledge and skills; maintaining confidentiality; and working with frequent interruptions.

Working Environment

The usual and customary methods of performing the job’s functions require the following physical demands: some lifting, carrying, pushing, and/or pulling; some stooping, kneeling, crouching, and/or crawling; and significant fine dexterity. Generally the job requires 80% sitting, 10% walking, and 10% standing. This job is performed in a generally clean and healthy environment.

Qualifications

Minimum experience: Job related experience

Minimum education: Bachelor’s degree in computer science, business, or related field

Required Testing:

None Specified

Required Certificates and/or Licenses:

None Specified

FLSA Status:

Non Exempt

Continuing Education/Training:

None Specified

Clearances:

Criminal Justice Fingerprint/Background Clearance

Employee Type:

Classified

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