Job Description

Title: Data Analyst

FLSA Status: Exempt

Classification: Administrative Support

Immediate Supervisor: Director of Technology

Job Summary: This position is responsible for administering the district’s enterprise information systems, including maintaining security. This position is also responsible for reporting of information, including designing reports and transforming raw data into a readable format, as well as gathering information necessary for state reporting. This position also trains users on administrative applications.

Hiring Specifications:

Education
- High school diploma or equivalency
- Bachelor’s degree in business, management information systems, computer information systems or related field preferred

Certification
- None required

Experience
- Experience creating and running reports
- Experience with Windows based software and hardware
- Experience with information systems and data files, including large and complex files
- Experience transforming raw data into finished, readable products
- Experience developing and facilitating training courses

Skills, Knowledge & Abilities
- Strong oral and written communication skills
- Ability to effectively facilitate training sessions
- Willingness to learn and keep technical skills current
- Ability to recognize sensitive issues, work discreetly and maintain confidentiality
- Ability to work effectively, cooperatively and respectfully with staff, parents and community members regardless of race, creed, color, gender, sexual orientation, gender identity, ethnic/national origin, religion, marital status, age, socio-economic status or disability
- Ability to determine the goals of a process/project and navigate others to these goals
- Ability to work in a team environment to achieve the current and future technology goals for the district
- Excellent analytic skills and ability to develop solutions to complex problems
- Good organizational skills
- Ability to accomplish tasks through the group process and individual leadership
- Ability to take initiative

Technology Requirements
- Knowledge of Microsoft Excel
- Knowledge of SQL
• Knowledge of database structures
• Experience with maintaining information systems
• Experience with data analysis software, such as Business Objects or Tableau, preferred

Supervision of Others:
• N/A

Personal Contacts:
• All district personnel
• Vendors and members of the community

Job Duties (Essential Functions indicated with E):

1. Maintains the district’s information systems, including related external systems and interfaces. E
2. Analyzes the district’s needs and prepares evaluations of software and systems. E
3. Implements and enforces security controls for the district’s information systems. E
4. Performs data analysis in support of ad hoc user requests. E
5. Discreetly handles confidential data. E
6. Develops methodologies for analyzing and presenting data. E
7. Uses and supports database applications and analytical tools. E
8. Manages SQL databases. E
9. Establishes data integrity controls and sets up necessary parameters and information in the system. E
10. Develops and conducts user training on information system applications as well as other technology. E
11. Generates and reports information necessary for state reporting requirements. E
12. Assists in technology department operations by augmenting help desk support. This includes answering service calls and logging support issues. E
13. Works with users and vendors to solve technical issues. E
14. Performs other duties as assigned.

Physical Requirements:

<table>
<thead>
<tr>
<th></th>
<th>NEVER 0%</th>
<th>OCCASIONAL 1-32%</th>
<th>FREQUENT 33-66%</th>
<th>CONSTANT 67%+</th>
</tr>
</thead>
<tbody>
<tr>
<td>A. Standing</td>
<td></td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>B. Walking</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>C. Sitting</td>
<td></td>
<td></td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>D. Bending/Stooping</td>
<td></td>
<td></td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>E. Pushing/Pulling</td>
<td></td>
<td></td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>F. Reaching</td>
<td></td>
<td></td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>G. Climbing/Stairs</td>
<td></td>
<td></td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>H. Driving</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>I. Lifting</td>
<td></td>
<td></td>
<td>Up to 50 lbs.</td>
<td></td>
</tr>
<tr>
<td>J. Carrying</td>
<td></td>
<td></td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>K. Manual Dexterity Tasks</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>K. Telephone</td>
<td></td>
<td></td>
<td></td>
<td>X</td>
</tr>
</tbody>
</table>

W A T E R L O O  C O M M U N I T Y  S C H O O L  D I S T R I C T
<table>
<thead>
<tr>
<th>Computer</th>
<th>Other</th>
<th>X</th>
</tr>
</thead>
<tbody>
<tr>
<td>L. Working Conditions</td>
<td>Inside</td>
<td>X</td>
</tr>
<tr>
<td></td>
<td>Outside</td>
<td>X</td>
</tr>
<tr>
<td></td>
<td>Extremes in temp/humidity</td>
<td>X</td>
</tr>
</tbody>
</table>

**Terms of Employment:** Twelve-month contract per Board policy and administrative guidelines.

**Date Last Revised:** 10/6/10