



Job Description

Job Title:	IT Special Project Analyst - Temporary	Department:	Information Technology
Schedule:	12 months per year / .4 FTE	Reports To:	Director of Assessment and Technology
Classification:	Exempt 2 – Part Time	Prepared By:	HRA Job #196/DDSD HR
FLSA Status:	Non-Exempt	Prepared Date:	2023
		Approved By:	HR
		Approved Date:	12/12/2023

SUMMARY

This is a special project position with a focus on analyzing student data to help stakeholders make equitable and data driven decisions at all levels throughout the organization. This includes analyzing student data to help inform District policy, practices, and procedures with an emphasis on identifying barriers and opportunities for our historically and currently marginalized students including civil rights protected classes.

ESSENTIAL DUTIES AND RESPONSIBILITIES

This description covers the most significant essential and auxiliary duties performed by this position for illustration purposes, and does not include other work, which may be similar, related to, or a logical assignment for the position. The job description does NOT constitute an employment agreement between the employer and employee and is subject to change by the employer as the organizational needs and requirements of the job change.

- Use data analysis/mining tools to analyze, research, report, extract, and modify data as needed.
- Data Warehouse, Synergy SIS, ODE Assessment Warehouse, OAKS Online Reporting, ODE Consolidated Collections as well as district databases.
- Possesses required functional and technical knowledge and skills to do job at a high level of accomplishment; demonstrates active interest and ability to enhance and apply new functional skills.
- Advanced experience with building, maintaining, and automating databases such as Filemaker, Excel and Access.
- Advanced experience with statistical analysis of data and report building.
- Performs basic data queries and responds to K-12 data inquiries from District administrators and/or outside partner agencies.
- Understands the technical aspects of the job and keeps up to date on key technical or functional aspects of the job.
- Applies appropriate technical/functional knowledge to address situations in a timely manner
- Assists district administrators on-site as needed.
- Stays current on state and federal student data reporting requirements for the purpose of ensuring accurate and compliant data analysis.
- Adheres to information security policies and regulations (FERPA, COTA, HIPPA).
- Maintains integrity of confidential information relating to students, staff, or district patrons
- Perform other duties, as assigned.
- Additional duties and responsibilities as assigned by the Director of Technology and Assessment.
- Demonstrates professionalism and appropriate judgment in behavior, speech, and dress in a neat, clean, and appropriate professional manner for the assignment and work setting.
- Maintains regular and consistent attendance and punctuality.
- Confers regularly with immediate supervisor, or designee, and works under the direction of licensed staff.
- Follows all district policies, work procedures, and reasonable requests by proper authority.



Job Description

- Must be able to travel to schools within the district.

SUPERVISORY RESPONSIBILITIES

This position does not have supervisory responsibilities, may train and support staff.

QUALIFICATIONS

Ability to perform essential job duties with or without reasonable accommodation and without posing a direct threat to the safety or health of employees or others. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Experience with ODE and Federal reporting requirements.
- Use of the CTA Data Warehouse, ODE Online Reporting, and the ODE Assessment Warehouse.
- A minimum of two years' experience supporting users on data systems; extensive experience using MS Excel.
- A valid Oregon driver's license and meet insurance requirements to drive district vehicles-must be able to drive to various locations.
- Advanced skills and knowledge in extracting data from multiple sources, manipulating the data, and generating reports.
- Able to tackle problems, identify solutions and follow through to completion.
- Extensive experience working with the following:
 - MS PowerPoint or other presentation software
 - MS Word software
 - FileMaker, Access, or other database software
 - Working with large-scale datasets
- Self-starter.
- Manage multiple project responsibilities simultaneously and prioritize work.
- Good oral and written communication skills.
- Ability to work collaboratively with others and experience working in a team-oriented, collaborative environment.
- Skills to provide clear and concise written documentation; analyze and problem-solve complex issues; provide exceptional customer service.
- Knowledge of: K-12 school business processes and student information management functions including district, state, and federal reporting.
- Prepare accurate records, reports, and documentation; present ideas in user-friendly language, to include text, charts, graphs, and screenshots.
- Effectively communicate technical concepts to non-technical audiences; effectively work and communicate with students, parents, and school personnel from diverse cultures or backgrounds in English, Spanish, or other languages related to the job.
- Organize time and other resources to handle multiple tasks simultaneously; prioritize time, projects, and resources to meet deadlines in a timely manner.
- Periodically upgrade skill-based competencies to satisfactorily perform the functions of the job or to meet changing job conditions; travel in the district to a variety of locations inside school buildings and offices, including but not limited to office, classroom, and lab environments.



Job Description

EDUCATION and/or EXPERIENCE

Any combination of experience and training that would provide the required knowledge and abilities is appropriate. A representative way to obtain the required knowledge and abilities would be:

- Graduation from high school supplemented by two years of experience working with student management systems, database management, and/or state agencies.
- Three years' experience working with users in a support and/or training environment and managing student data.
- Three years' experience working with using MS Word, MS Excel, MS Power Point, Filemaker or MS Access, Synergy (student information system) and Data Warehouse databases in a public-school system.

LANGUAGE SKILLS

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of an organization.

MATHEMATICAL SKILLS

Ability to calculate figures and amounts such as discounts, interest, proportions, and percentages. Ability to apply concepts of basic algebra.

COMPUTER SKILLS

The job requires specialized computer skills. Must be adept at using various applications including database, spreadsheet, report writing, project management, graphics, word processing, presentation creation/editing, communicate by e-mail and use scheduling software.

REASONING ABILITY

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

CERTIFICATES, LICENSES, REGISTRATIONS

Valid Oregon Driver's License; Reliable transportation and evidence of insurability; Criminal Justice Fingerprint Clearance and other district certifications as may be deemed necessary by the Technology Department.

WORK ENVIRONMENT

This level has a work environment that is well protected, with virtually no hazards or obstacles. There is very little element of personal risk or hazard. Job conditions are stable, usually well managed, and very comfortable.

PHYSICAL DEMANDS

Positions at this level require minimal (>20%) physical effort such as light lifting, carrying or movement, etc. Physical capability involves the use of office or equipment where some agility and hand eye coordination are needed.

MENTAL DEMANDS

Positions at this level encounter new or unusual (20-40%) situations some but have resources available to assist with identifying solutions or actions. Some pressure from deadlines or changing priorities exists, and interruptions to workflow or concentration can occur. Interactions with others can include demanding or difficult people.



Job Description

PAY EQUITY SCOPE

Positions at this level are expected to perform with a degree of independence for both regular work and special project work. Work is only reviewed on as needed basis. Work done which contains errors or omissions may not be identified internally. Guidance and direction are available upon request. Work requires decision-making.

ADDITIONAL REQUIREMENTS

Post-job offer criminal background check will be required.

The David Douglas School District is a diverse community that provides equal opportunity in employment, activities, and its programs. It is the policy of the David Douglas School District to not discriminate on the grounds of race, color, religion, ethnicity, and use of native language, national origin, sex, sexual orientation, marital status, disability, veteran status, age, genetic information, or any other status protected under applicable federal, state, or local laws.

The school district also prohibits retaliation against an individual for engaging in activity protected under this policy and interfering with rights or privileges granted under anti-discrimination laws.

Persons having questions about equal opportunity and nondiscrimination should contact the Director of Human Resources for David Douglas School District.

Employee Signature:		
Employee Name:		
Date:		