

## POSITION DESCRIPTION

**Position:** Senior Data Analyst

**Purpose:** The school district is seeking a highly skilled and strategic Senior Data Analyst to lead districtwide data analysis, reporting, forecasting, and decision-supported efforts. This position plays a critical role in transforming data into actionable insights that improve student outcomes, operational efficiency, strategic planning, organizational effectiveness and supporting team members through project management. The Senior Data Analyst serves as a key thought partner to district leadership by developing dashboards, conducting advanced analyses, identifying trends, and supporting data-informed decision-making across academics, operations, and student services.

This role requires a strong combination of technical expertise, analytical thinking, communication skills, and the ability to translate complex information into practical recommendations for school and district leaders.

**Reports to:** Director of Technology

### Position Qualifications

#### Education/Certification

- Bachelor's degree in Data Analytics, Statistics, Information Systems, Computer Science, Business Analytics, or related field required
- Scrum, Kanban, or other Agile certification preferred

#### Experience

- Minimum of five (5) years progressively responsible experience in data analysis, business intelligence, strategic analytics, and facilitating a small team
- Advanced proficiency with SQL, Excel, Python, and data visualization tools
- Strong written, presentation, and interpersonal communication skills
- Experience with predictive analytics or statistical modeling

#### Knowledge, Skills & Abilities

- Strong analytical and problem-solving abilities
- Ability to communicate technical information clearly to non-technical audiences
- High attention to detail and commitment to data accuracy
- Strong organizational and project management skills
- Ability to build trust and collaborative relationships with leaders and staff

## **District Mission Alignment**

*All positions are designed to support the MISSION of the Eden Prairie School District:*  
**To inspire EACH student to learn continuously so they are empowered to reach personal fulfillment and contribute purposefully to our ever-changing world.**

### **Essential Responsibilities**

#### **Data Analysis & Strategic Support**

- Lead complex districtwide data analysis projects related to student achievement, staffing, enrollment, finance, and equity metrics.
- Identify trends, risks, opportunities, and predictive insights to support strategic planning.
- Develop executive-level reports, presentations, scorecards, and visual dashboards.
- Provide actionable recommendations grounded in data analysis and research.
- Develop strategies for data resiliency.

#### **Data Systems & Reporting**

- Design, build, and maintain interactive dashboards and reporting tools.
- Manage automated reporting processes to improve efficiency.
- Ensure the accuracy, integrity, and consistency of district data systems.
- Collaborate with departments to improve reporting structures and processes.
- Ability to facilitate and guide the data team through Root Cause Analysis
- Troubleshooting district-wide software and platforms through critical failure.

#### **Leadership & Collaboration**

- Serve as a strategic advisor to district leaders regarding data interpretation.
- Partner with departments across the district to support organizational goals.
- Facilitate conversations that help leaders move from raw data to meaningful action.

#### **Research & Evaluation**

- Conduct program evaluations and longitudinal analyses.
- Analyze benchmark and accountability data.
- Research best practices and emerging trends in educational analytics.

#### **Data Governance & Compliance**

- Thorough understanding of state and federal student data privacy statute (CIPA, COPPA, MSDPA, SDPAs) and support district compliance with state and federal reporting requirements.
- Maintain confidentiality and security of sensitive student and employee data.
- Assist with data governance and quality assurance practices.

### **Training & Capacity Building**

- Provide training and support to administrators and staff on data tools and dashboards.
- Support the integration of AI and automation tools.

**Position Disclaimer:** This job description describes the general nature and work expected of an individual assigned to this position. Employees may be required to perform other job-related duties as requested by their supervisor. All requirements are subject to possible modification to reasonably accommodate individuals with a disability.

### **Terms of Employment**

Classification: AST L

Weeks per year: 52

Days per year: 260

*\*Hours and days of service are established by the school district and are subject to change according to district need.*

### **Evaluation**

A continuous performance improvement process will be developed with the Director of Technology.