Fort Mill School District

Data Integration Specialist (Analyst)

Job Description

Definition:

The employee provides district and school level support to help schools use data to improve schools and increase student achievement. The employee is responsible for conducting regular data integration meetings and mentoring school level data integration personnel and teacher teams. Additionally, employee maintains and reviews student achievement and organizational effectiveness data and functions as the key analyst, coordinator and report writer of this data that monitors and informs strategic planning.

Employee ensures the integrity of the data and makes the data accessible, and easy to understand so it may be used to support teaching and learning, program evaluation, teacher effectiveness, and support for district and school professional learning communities.

Functions:

- Designs and maintains processes and databases for the collection, analysis and dissemination of student/instructional data and progress to school administration school staff and students/families as required for the educational needs of children;
- Organizes and analyzes data; suggests relationships between data trends, curriculum, instruction, and assessment and prepares reports for use by administrators;
- Provides formative and summative data useful in evaluating and improving programs;
- Prepares reports for boards, regulators, partners, and school leaders PK-12;
- Serves as school point of contact for data related issues and questions, such as ensuring integrity of data, verifying information regarding data quality, completeness of data, adherence to set data schemas; identifying and correcting data integrity issues that do not comply with schemas or school regulations; responds to data requests from administrators and school district staff;
- Designs and conducts presentations of data and associated data analysis to school leaders, teachers, and school staff; trains school leaders and teachers in data analysis procedures; meets with teachers individually or in grade level teams to help interpret data;
- Participates in training to remain current on data sources, data analysis techniques, and strategies for developing and conducting presentations;
- Works closely with Directors, Coordinators of Assessment/Accountability and Educator Effectiveness, and school leaders to assist teachers in use of data to improve programs and student achievement;
- Consistently re-evaluates data and related processes to ensure compliance with state and K12 guidelines, reflecting and/or preparing for any new changes in data direction.
Required Qualifications:

- Bachelor’s degree in Business, Statistics or Education AND
- Five (5) years of experience collecting, maintaining, analyzing and evaluating organizational data.

Other Required Qualifications:

- Expert knowledge in MS Excel, MS Word, MS Outlook
- Strong technology skills; Ability to learn new technology
- Experience using a student information system and/or other type of database
- Demonstrated knowledge of database design and data techniques
- Experience with analytical software and basic statistical analysis
- Strong interpersonal skills with both in-person and electronic communication platforms
- Ability to collect, document, and organize large amounts of data
- Display careful attention to detail and accuracy in work habits
- Knowledge of data analysis techniques and strategies sufficient for analyzing student data.
- Demonstrated ability to present data analysis results to staff
- Ability to travel 10% of the time
- Ability to pass required background check

DESIRED Qualifications:

- Master’s Degree in education, statistics or related fields of study
- SQL/Transact SQL; Experience with scripting and/or macros desired
- Experience creating and managing databases highly preferred
- Excellent organization and time management skills

Terms of Employment: 240 Days a year, FMSD A7 Salary Schedule $58,147.14-$84,390.64. Salary commensurate with education and experience.

Evaluation: Performance will be evaluated annually in accordance with provisions of the board’s policy on evaluation of certified/professional personnel.