



An Equal Opportunity Employer

Flint Community Schools

Human Resources

Employee Job Description

Job Title: Data Analyst

Job Summary:

The Data Analyst is responsible for managing and submitting all data related to student enrollment, attendance, discipline, special education, special programs, coursework, and graduation to the State and Federal government, the role ensures data integrity, accuracy, and compliance across multiple reporting requirements, with a strong focus on maintaining and submitting data through Synergy and other related systems.

Essential Functions (May include, but not limited to):

1. Input, maintain, and monitor data in Synergy and SWIS, including student enrollment, attendance, discipline, special education, and program data for State and Federal reporting. Merge and delete duplicate data as necessary.
2. Track student data from enrollment through graduation to ensure all records are accurate and up to date.
3. Monitor attendance and work with the schools and attendance agents to ensure accurate attendance records, including for medical, homebound, and home-based students.
4. Generate and submit monthly attendance and enrollment reports to the State, ensuring data is accurate and up to date.
5. Monitor student discipline data in Synergy and provide training to staff responsible for data entry.
6. Collaborate with schools to ensure timely and accurate updates to discipline records in SWIS.
7. Monitor instructional hours and days across all building to ensure compliance with State requirements.

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8. Submit Count Day documentation and work closely with the ISD auditor to ensure adherence to State reporting standards.
9. Generate and submit monthly enrollment and data change reports to the State, ensuring accurate data updates for testing and compliance purposes.
10. Submit End-of-Year (EOY) and Count Day data for all students to the State of Michigan.
11. Manage data reporting for various programs, including 23A, Special Education, English Language Learners (ELL), and Free & Reduced Lunch (FRM).
12. Collaborate with relevant departments to ensure accurate identification and reporting of students in special programs, such as Reading Deficiency and 31A.
13. Oversee the maintenance and processing of student records, including transfers, withdrawals, and retention data, ensuring accurate entry in Synergy.
14. Creating, updating, and maintaining Unique Identification Codes (UICs) for newly enrolled students.
15. Responsible for submitting all Section 25 data to the State, including data input, and completing necessary paperwork for count days.
16. Monitoring all graduate data for five years, and ensuring this data is updated and provided to the State annually.
17. Handle the preparation and submission of necessary documentation for student records.
18. Provide data-related support and training to school secretaries, principals, and other administrative staff.
19. Facilitate quarterly training meetings with school secretaries to ensure accurate data entry and reporting processes.
20. Work closely with counselors to ensure accurate course scheduling and that student schedules align with district and State graduation requirements.
21. Support the Montessori program by managing student enrollments, sorting applications, and facilitating selection process for new enrollees.
22. Collaborate with the team to ensure all required data for early childhood programs (e.g., GSRP) is reported during the program's designated count day.
23. Create and maintain all forms required for Centralized Enrollment and other departments.
24. Maintain and update the district's Street Directory.
25. Perform other duties as assigned.

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The information contained in this job description is not an exhaustive list of the duties performed for this position. Other duties within the classification and the physical demands of the job may be assigned.

Qualifications:

Education:

Bachelor's Degree preferred. 3 or more years of school data or related experience will be considered in lieu of education. Course work in computer science or related field desired.

Experience:

Minimum 3 years' work experience as a data analyst or related position required. Previous experience with Synergy preferred. Previous experience in a school setting, specifically student enrollment and attendance preferred.

Skills:

Ability to translate business requirements into non-technical, layman terms. High level experience in methodologies and processes for managing large scale databases. Demonstrated experience in handling large data sets and relational databases. High level written and verbal communication skills. Ability to share knowledge and train others on relative District procedures and practices. Advanced experience with Microsoft Office software, especially Excel. Must be detail orientated, able to work within deadlines, able to multitask, and maintain accuracy with little direction.

Other requirements:

Must comply with the Student Safety Initiative Legislation, as amended. Newly hired staff are required to successfully complete the following pre-employment screenings: 1) Physical examination by a licensed healthcare provider, 2) Criminal background check, including national and local clearance 3) 5-panel drug screening to ensure drug-free workplace.

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The essential functions 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.

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Special Job Considerations:

Certification: N/A

Type of Certification: N/A

Bargaining Unit: N/A

Salary Schedule: Full-Time, Year-Round, At-Will position

Immediate Supervisor: Director of Student Support Services & Centralized Enrollment

Date: 1/27/2025

TM: tvs

Statement of Assurance of Compliance with Federal Laws

It is the policy of the Flint Community Schools not to discriminate on the basis of race, color, national origin, age, gender, height, weight, disability, religion, or marital status in any of its programs, activities, or employment. Inquiries should be addressed to the:

Executive Director of Human Resources/Legal Affairs

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Ponemos a sus órdenes el servicio de traducción. Las personas

interesadas, favor de llamarnos al 760-1259

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