



Job Description

Position Title:	College, Career, Military Readiness Educational Systems Analyst
Job Title:	Educational Systems Analyst, I
Function:	Business Intelligence & Data Analytics
Family:	Planning, Evaluation & Testing
Reports to:	Director of Accountability & Compliance

Terms of Employment:					
Pay Grade:	E17	Minimum Salary: *	\$69,460	Mid-Point Salary:	\$84,391
*Salary is determined on directly related experience supported by a service record or experience affidavit. For more information on our pay policy, please refer to the Compensation Resource Manual . Annualized pay may be pro-rated based on actual start date.					
Minimum Work Days:	230	Type of Assignment:	Full-Time; Exempt	Contract Type:	Non-Chapter 21
Funding Source:	This position is locally funded				

Job Scope

Use significant independent judgment and familiarity with the field to perform work. May be responsible for the administration of various moderate and high complexity departmental programs and may lead a group of employees. May develop policies and procedures and oversee the implementation and execution of them.

Position Summary

Observe, interview, and collaborate with College, Career, & Military Readiness (CCMR) administrators and teachers with the goal of understanding the data needed to better prepare students to graduate ready for the next step. This position will support the CCMR Department by collecting, analyzing, and creating data reporting systems to ensure the integrity of readiness data and identify areas for program improvement to meet statutory requirements and improve the academic performance of all students. Evaluates initiatives and existing data reporting systems used by counselors, CTE classroom teachers, and administrators to identify any deficiencies, and develops new system requirements with specific proposals for improvement. Works with the Data Warehouse to develop and maintain a CCMR section on the mySAISD dashboard, support professional development for staff in post-secondary readiness, and creates district-wide projection and summary reports. Once deployed, oversees campus implementation, evaluate its effectiveness and request adjustments, as necessary.

Essential Functions / Key Responsibilities

1. Design, develop and maintain online reporting tools for the CCMR tracking system on district platforms. Create and maintain additional reporting tools to ensure that the data entry is accurate and complete.
2. Design and maintain CCMR databases to routinely access post-secondary readiness metrics including, SAT, ACT, TSI, AP/IP exams, Dual Credit, On Ramps, ASVAB and Industry Based Certificates to ensure campus and district staff have official data for prior years as well as the most recent projections for current students.
3. Analyze and report data to complete federal and state reporting requirements to include reports to predict annual district CCMR and campus performance contributions.
4. Plan, coordinate, and deliver data-driven professional learning opportunities for campus administration and staff based on specific campus needs



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5. Provide staff development in access, data entry and interpretation of CCMR data
6. Consult closely with the Enterprise Application and Data Warehouse Office to design and maintain tools for CCMR planning, interventions, and projections
7. Responsible for changes and requirements that impact the State and Federal Accountability ratings for CCMR
8. Provide support to campuses as they track individual students and assist in troubleshooting issues and concerns. Point of contact for campus/district administrators and classroom teacher questions/clarifications regarding CCMR student data.
9. Contribute to the CCMR department in the development of district reporting and presentations to stakeholders and the school board. Assists in the development of outcomes required for the CCMR Board annual reports
10. Develop, implement, and document accurate, clear, relevant, and comprehensive data reports in direct support of CCMR tracking and projections
11. Collaborate with Data Warehouse to implement processes that ensure reported data is accurate and reliable
12. Maintain an understanding of educational data systems to include student demographics, assessment, and program participation specific to CCMR
13. Function as a liaison between district administrators, campus administrators, classroom teachers, curriculum developers, and software programmers
14. Responsible for determining the accuracy and availability of CCMR data reporting tools
15. Support teacher access to and understanding of the use of data in post-secondary planning through effective presentation of results to individuals and groups
16. Provide counselor and teacher training and support for navigating data reporting systems as needed
17. Perform other related duties as assigned within the appropriate skill and experience capabilities expected for this position.

Minimum Requirements

- Bachelor's degree from an accredited college or university or 4 years of equivalent experience.
- 3+ years of related experience to include
 - 2+ years of work experience with large databases, data analysis and reporting.
- Candidate must have satisfactory outcome of fingerprinting background check. Non-refundable fee (approximately \$50.00) paid by the employee

Preferred Requirements

- Master's degree in Computer Science, Education, Information Systems, Business Administration, or related field from a college or university.
- 5+ years of experience with large databases and software systems.
- Valid Texas teaching certification
- Familiarity with statistical software and Crystal Reports.
- Familiarity with Frontline, CCMR data, and Texas State Accountability.

Knowledge, Skills & Abilities

- Knowledge of and/or experience in working with student, administrative, or personnel data systems
- Knowledge of and experience with reporting packages (Crystal Reports, etc.)



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- Strong analytical skills with the ability to collect, organize, analyze, and disseminate significant amounts of information with attention to detail and accuracy.
- Knowledge of Crystal report writing and Crystal Enterprise reporting platform (preferred)
- Knowledge of and/or experience using statistical packages for analyzing large datasets (Excel, SPSS, SAS etc.)
- Knowledge of computers and peripherals
- Familiarity with the Family Educational Rights and Privacy Act (FERPA)
- Expertise with Microsoft Word, Excel, and PowerPoint
- Working knowledge of batch file organization and processing (preferred)
- Ability to problem solve, think critically and manage conflicts
- Strong presentation, communication, public relations and interpersonal skills
- Adept at writing queries and report writing
- Ability to present data information, findings, and reports

Working Conditions

Work Environment:

- Computer, computer software programs and peripherals, teacher resource materials and equipment, copier, fax, and other equipment applicable to position.
- Frequent exposure to: temperature extremes (hot and cold), humidity extremes, noise. Occasional exposure to: biological hazards (communicable diseases, bacteria, insects, mold, fungi, etc.

Physical Demands/Requirements:

- Maintain emotional control under stress; work with frequent interruptions/deadlines; frequent sitting, standing, walking, climbing, balancing, pulling and pushing; reaching, repetitive hand motions, hearing, speaking clearly, visual acuity and prolonged data input; occasional lift/carry light, moderate 15-44 pounds.

Supervisory Responsibilities / Direct Reports

- None

San Antonio ISD is committed to non-discrimination on the basis of race, color, ethnicity, culture, religion, national origin, age, sex, gender identity, gender expression, sexual orientation, appearance, immigration/citizenship status, home language, socioeconomic status, or disability in its educational programs, services, and District business functions.

Information on persons designated to handle inquiries regarding non-discrimination policies can be found within SAISD Board Policies DIA(EXHIBIT) or FFH(EXHIBIT), available online at: <https://pol.tasb.org/PolicyOnline?key=176>.

San Antonio ISD está comprometido a no discriminar por motivos de raza, color, origen étnico, cultura, religión, origen nacional, edad, sexo, identidad sexual, expresión de género, orientación sexual, apariencia, estado migratorio/de ciudadanía, idioma natal, estado socioeconómico o discapacidad en sus programas educativos, servicios y funciones de negocios del Distrito.

La información sobre las personas designadas para manejar consultas sobre las políticas de no discriminación se encuentra bajo las Políticas de la Junta Directiva DIA (Prueba documental) o FFH (Prueba documental) de SAISD, disponible en línea bajo: <https://pol.tasb.org/PolicyOnline?key=176>

Employee Signature: _____ Date: _____



SAN ANTONIO INDEPENDENT SCHOOL DISTRICT



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