



Board of Education of the City of St. Louis
CAREER OPPORTUNITY

<i>Position Title:</i>	Data Analyst
<i>Payroll/Personnel Type:</i>	12 Month
<i>Reports to:</i>	Special Education Data Manager

Position Summary:

Under minimal supervision, use a variety of information systems, techniques and software to provide data reporting services to the Departments of Special Education and Student Support Services. Enters staff and student data into computer, generates reports, charts and tables from input data, and creates and maintain database files. Assists with grants and contracts. may install software packages and train other office personnel in their use.

Essential Functions:

- Put in place systems that collect, analyze and report in a timely way valid and useful measures of students with disabilities' academic progress
- Provide high quality data and accountability systems to monitor student's IEP annual review date, re-evaluation date and transition plan
- Afford the Departments of Special Education and Student Support Services timely access to data
- Serve as a technology resource for building administrators and special education staff
- Be a creative problem solver
- Stay current with local, state and federal core data reporting guidelines and dates
- Track data related to student achievement, discipline, attendance and progress reports
- Perform other duties as assigned by the Data Manager

Experience:

- Minimum two years data processing or related experience preferred
- Background in special education or student support services preferred

Education:

- Graduation from an accredited four year college or university

Knowledge, Skills, and Abilities:

- Working knowledge of SIS, Microsoft Office Suite and desktop publishing applications
- Must be self starter with flexibility to beta-test new applications as required

Physical Requirements:

- Must be physically able to operate a motor vehicle
- Must be able to exert up to 10 pounds of force occasionally, and/or a negligible amount of force constantly to lift, carry, push, and pull or otherwise move objects, including the human body
- Light Work usually requires walking or standing to a signification degree



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Working Conditions and Environment:

Work is routinely performed in a typical interior/office environment
Very limited or no exposure to physical risk

Disclaimer:

The information contained in this job description is for compliance with the Americans with Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.

Review/Approvals:

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Employee	Date	Immediate Supervisor	Date
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Human Resources	Date		

In connection with hiring for this position the district shall not discriminate against any employee or applicant for employment because of race, religion, color, sex, sexual orientation, age, disability, veteran status or national origin.