



Job Description

Job Title: Data and Reporting Analyst

Supervisor: Supervisor II, Student Information Systems

Position Code:

Pay Grade: 42

Job Classification: Exempt

Contract Length: 245 Days

Job Summary

The position is responsible for enterprise data analysis. Key responsibilities will include managing, analyzing, and visualizing large datasets related to student performance, attendance, behavior, and other academic metrics. Heavy collaboration with the Student Information Systems Team will be required to design and implement analytic tools and dashboards, providing insightful data trends and recommendations to stakeholders. The position ensures timely and accurate reporting, responds to data requests, and trains staff to enhance data literacy and decision-making capabilities. Additionally, the position supports state and federal reporting requirements, ensuring compliance and accuracy while fostering a culture of data-driven decision making across the district.

Essential Duties

1. Collect and manage large datasets related to student performance, attendance, behavior, and other metrics to support district initiatives and reporting needs.
2. Respond to and fulfill data report requests from district users, ensuring accuracy, timeliness, and alignment with their specific needs.
3. Uses data and data systems to identify trends, needs and opportunities for improvements and making those insights available to various stakeholders.
4. Use a variety of tools and techniques to compile, interpret and visually represent academic data in an accurate and timely manner for a variety of audiences.
5. Collaborate with division developers in the design of analytic dashboards and queries to support school reporting.
6. Provide training for school staff on how to use data tools and interpret data to support decisions.
7. Support staff in becoming proficient in data literacy and using analytics to guide decision making.
8. Assist in preparing and submitting state and federal reports, ensuring accuracy of submissions.
9. Models nondiscriminatory practices in all activities.

Other Duties

1. Perform any other related duties as assigned by the Supervisor or other appropriate administrator.

Minimum Qualifications:

Must possess a Bachelor's degree in statistics, data science, mathematics, education, or a related field and/or 3+ years of experience in statistical analysis, data analysis and reporting, preferably in a K-12 educational setting. Strong analytical skills and experience in working with large datasets. Excellent written and verbal communication skills with the ability to present data insights to non-technical audiences. Ability to perform quality checks and manage large datasets with attention to detail. Experience with SQL or similar database querying languages. Knowledge of state and federal reporting requirements in K-12 education. Must be able to successfully work with a variety of teams. Must be able to communicate in a clear and concise manner. Must possess the ability to establish and maintain effective working relationships with technology staff, administrators, and school personnel. Must possess the ability to train others.

Working Conditions & Physical Requirements

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with

disabilities to perform essential functions. Must have the ability to sit for extended periods of time; exhibit manual dexterity to dial a telephone, to enter data into a computer terminal; to see and read a computer screen and printed material with or without vision aids; hear and understand speech at normal levels and on the telephone; speak in audible tones so that others may understand clearly in person and on the telephone; ability to understand and follow oral and written instructions; physical agility to lift up to 25 pounds.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Duties are normally performed in an office environment.

Supervision Exercised: None

Supervision Received: Supervisor II, Enterprise Applications

This job description in no way states or implies that these are the only duties to be performed by this employee. The Database Developer will be required to follow any other instructions and to perform any other related duties as assigned by the Supervisor II, Enterprise Applications. Newport News Public Schools reserves the right to update, revise or change this job description and related duties at any time.

Approvals:

Supervisor	Date
------------	------

I acknowledge that I have received and read this job description.

Employee Name (Print)	Signature	Date
-----------------------	-----------	------