

**SCHOOL DISTRICT #42
Maple Ridge - Pitt Meadows**

JOB DESCRIPTION

JOB TITLE: Data Analyst

DATE: January 2015

REVISED: September 2019

PAY GRADE:

LOCATION: District Education Office

JOB SUMMARY: As part of the Information Technology department, collects, manipulates and presents a variety of data ranging from routine data, such as student enrolment, class size etc, to strategic data, student performance data, and growth and development data.

DUTIES:

1. Collects and processes raw and prescribed data and assembles into established forms and creates forms and/or processes to meet district needs and reporting requirements including Ministry reporting of enrollment.
2. Develops regular reporting formats or ad hoc reports for a variety of Board, district, school and community purposes from available data.
3. Develops custom-designed reports and presentations using information extracts from various sources both inside and outside the district.
4. Works with district personnel, school and other groups to structure the collection and assembly of needed data. Provides training, support and troubleshooting as required.
5. Designs, organizes and assembles addressable databases.
6. Analyzes data and produces projections such as population trends for planning and development purposes.
7. Provides back up support for departmental services including back up relief on reception when required. Assists with the support and installation of software.
8. Performs other assigned comparable duties which are within the scope of knowledge, skills and abilities required by the position.

REQUIRED KNOWLEDGE, ABILITY AND SKILLS

1. Successful completion of Grade 12 plus a course in Computer Science, Management Information Systems, or a related technical field, or equivalent training and experience.
2. Two years practical, related experience.
3. Must be proficient with a variety of software packages.
4. Proven research and analytical skills as well as strong computer based skills including working with databases, spreadsheets and doing statistical analysis.
5. Proven ability to work effectively with a wide variety of data and information.
6. Proven ability to conceptualize a problem and select, manipulate and/or generate data required to meet needs and answer questions.
7. Proven ability to develop and implement training for staff involved in data collection and management.
8. Proven ability to problem-solve and work effectively as part of a team as well as with minimal supervision.
9. Proven ability to operate office equipment such as computers and word processing equipment with keyboard skills at a minimum of 40 net wpm.
10. Demonstrated ability to communicate effectively and harmoniously with staff, students, parents, outside agencies and visitors.
11. Demonstrated ability to work at the level of independence and with the degree of initiative appropriate to the position.

JOINT COMMITTEE MEMBER'S SIGNATURES:

	
	