SACRAMENTO CITY UNIFIED SCHOOL DISTRICT
Position Description

TITLE:	Coordinator, Improvement Data Analyst	**CLASSIFICATION:**	Non-Represented Management, Classified
SERIES:	Coordinator III	**FLSA:**	Exempt
JOB CLASS:	9763	**WORK YEAR:**	12 Months
DEPARTMENT:	Strategy and Continuous Improvement	**SALARY:**	Range 13 Salary Schedule A
REPORTS TO:	Assigned Supervisor	**CABINET APPROVAL:** **HR REVISION:**	05-05-14; 09-24-18 04-28-15

BASIC FUNCTION:

Under general direction, the Improvement Data Analyst Coordinator acts as the technical lead in the development of a data analytic and visualization management and reporting system and applications in support of School Improvement Grant (SIG) schools; leads reviews and evaluations of program effectiveness and implements and supports related data programming solutions to meet strategic planning and organizational needs; and performs other duties as assigned.

REPRESENTATIVE DUTIES: (Incumbents may perform any combination of the essential functions shown below [E]. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principle job elements.)

Oversee and manage SIG-related analytical and technology-based projects and research, developing and coordinating data collection protocols, maintaining quality control of data, preparing complex analytical reports, analyzing data, and interpreting findings. **E**

Track and measure SIG school performance targets, utilizing tracking tools to ensure all goals, objectives, strategies, and tactics of the strategic plan are met on time, on budget, and involve critical stakeholders. **E**

Coordinate the collection and preparation of SIG evaluation data through online and computer-generated reports; provide, update, and maintain data and reports required by internal stakeholders and outside agencies of the District. **E**

Manage and lead the development of sophisticated data analytic management systems and applications in support of SIG schools directly that can be leveraged to improve equity and access District-wide. **E**

Research and analyze SIG school performance data utilizing Microsoft Access and Structured Query Language (SQL) Server based technology solutions and computer database management and spreadsheet programs. **E**

Prepare functional requirement documents for program evaluations and related database design specifications; estimate time and effort to complete design and operational tools; utilize intermediate to advanced Microsoft Access and SQL programming skills (complex joins and subqueries, data aggregations, views, tables, stored procedures, and output data sets, etc.) to write SQL queries using Microsoft SQL Server. **E**

Develop custom reports and graphs to create table-based displays and interactive dashboards using business intelligence data analytic and visualization tools; utilize knowledge of visualization techniques to analyze relational databases and data cubes. **E**

Handle multiple projects and deadlines simultaneously; provides user-friendly technical support. **E**

Communicate well with team members and clients, both orally and in writing. **E**

Train and supervise the performance of assigned staff; assign and review the work of staff. **E**

Lead and work with school improvement initiatives that close student achievement gaps between racial, ethnic, and economic groups by working with all of the diverse communities. **E**

Provide a positive climate of interaction and communication between school staffs, families, and the community. **E**

Perform related duties as assigned.

TRAINING, EDUCATION, AND EXPERIENCE:

Any combination equivalent to: bachelor's degree with a major in psychology, statistics, management, business administration, business management, public administration, public policy, or related liberal arts major; and three (3) years of experience analyzing program outcomes and using one or more of the following MS database analytical tools: Access and SQL Server. Education, public policy, or business intelligence experience preferred.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license; provide personal automobile and proof of insurance.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:
Several computer information systems and software engineering techniques and protocols.
Methodologies for managing technical change on a proactive basis.
Project management theory, approaches, strategies, and techniques.
Problem-solving skills.
Principles and practices of providing work direction and guidance to others.
Operation of a computer and related software.
Technical aspects of field of specialty.
Record-keeping techniques.
Health and safety regulations.
Principles, policies, and objectives.
Planning, organization, and direction of District programs relating to Strategy and Continuous Improvement.
Database systems and data management.
Statutes and regulations governing student interactions with professionals and businesses.
Budget preparation and control.
Applicable state and federal laws, codes, policies, regulations, and procedures.
Interpersonal skills relating to business and education interactions.
School district organization, operations, policies, regulations and procedures.
Effective oral and written communication skills.
Principles and practices of management, supervision, and training.

ABILITY TO:
Must be available for alternative work schedules to prevent end-user interference.
Plan, organize, and coordinate.
Manage multiple projects to completion.
Train, supervise, and evaluate the performance of assigned staff.
Plan and organize work to meet schedules, timelines, and deadlines.

Establish and maintain effective working relationships with staff, partners, and the community.
Lead and work with school improvement initiatives that close student achievement gaps between racial, ethnic, and
    economic groups by working with all of the diverse communities.
Rapidly analyze situations accurately, adopt, and communicate an effective course of action.
Prepare comprehensive narrative and statistical reports.
Communicate effectively, both orally and in writing, to a variety of audiences.
Read, interpret, apply and explain standards, rules regulations, policies, and procedures.
Work independently with little direction.
Operate computer related software.
Meet State and District standards of professional conduct as outlined in the Board Policy.
Complete projects successfully with a minimum of direction and supervision.
Read, interpret, apply, and explain rules, regulations, policies, and procedures.
Prepare and deliver presentations.

WORKING CONDITIONS:

SAMPLE ENVIRONMENT:
Office environment; drive a vehicle to conduct work.

SAMPLE PHYSICAL ABILITIES:
Hear and speak to make presentations, and exchange information in person and on the telephone; dexterity of hands
and fingers to operate a computer keyboard; see to read and prepare documents and reports, and view a computer
monitor; sit or stand for extended periods of time; bend at the waist, reach overhead, above the shoulders, and
horizontally to retrieve and store files; lift moderate to heavy objects.

HEALTH BENEFITS: District pays a portion of the employee's health benefits with District-offered plans.

(Former Classification: Manager III, Programmer Analyst)