BONITA UNIFIED SCHOOL DISTRICT

CLASS TITLE: EDUCATIONAL TECHNOLOGY DATA ANALYST

BASIC FUNCTION:

Under the direct supervision of the Director of Educational Technology conceptualize, strategize, oversee, and implement the use of instructional technology at all schools to maximize the end user experience. Support certificated and administrative staff in the planning and execution of dynamic and effective use of instructional technology to include program evaluation, implementation strategies and reporting of data. Perform a variety of complex technical duties to ensure accurate student data related to instruction. Develop and provide training for certificated, classified, confidential staff and administrators. Coordinate the use of technology in support of the instructional program. Respond to educational technology issues at school sites as directed by the Director of Educational Technology. Support the use of instructional data and student information in the operation of educational software, assessment software, and management software. Work cohesively with principals, teachers, vendors and CIS staff to implement the technology action plans of the schools and District. Represent the District on technology committees.

The Educational Technology Data Analyst is a classified bargaining unit position that requires an experienced understanding of student achievement data and the ability to translate data for District use. The incumbent exercises broad discretion in the implementation of District policy, regulations and procedures and may direct the work of clerical classifications. Training is an essential component of the role. The incumbent coordinates and strategizes technology use to best support instruction. The Educational Technology Data Analyst has frequent visible contact with staff, students, vendors and the public.

REPRESENTATIVE DUTIES:

- In collaboration with the Database Administrator, oversee instructional data management in the student information database, data warehouse (Illuminate) and other educational software databases to ensure accurate and relevant data for all systems
- Collaborate with other departments in the use of District and other proprietary databases
- Consult with school sites and other departments using technical knowledge to solve sophisticated instructional data and technology problems
- Develop and implement guidelines for school sites and assist with training site and District staff to ensure integrity in the student information database, data warehouse and other educational software databases
- Manage/oversee the collection, warehousing, organization and reporting of data
- Compile and analyze data in support of student achievement
- Monitor and evaluate data in the student information database, data warehouse and other educational software databases

- Provide problem correction analysis for data in the student information database, data warehouse and other educational software databases
- Evaluate, implement, and support technology that supports standards-based curriculum and grade level requirements
- Develop and provide training for certificated, classified, confidential staff and administrators
- Determine areas where additional training needs to be provided
- Actively participate in ongoing and relevant media in support of educational technology
- Provide expertise and technical direction to site and District staff
- Analyze issues and make decisions to support technology best practices
- Create and interpret reports that facilitate understanding and usefulness of data to plan next steps and authenticate the classroom learning experience
- Strategize and collaborate with the Educational Technology team, site staff and CIS to guarantee user experience success
- Strategize and plan, independently and as part of a team, the implementation of technology to include devices and programs
- Manage the storage and accessibility of all curricular documents and Ed Tech related purchase documents
- Attend technology workshops and conferences to stay current and best evaluate educational technology trends and best practices for staff and classroom use
- Interact with vendors as a representative of Bonita Unified
- Perform other related duties as assigned

EDUCATION AND EXPERIENCE:

- Bachelor's degree or higher
- 2 years prior experience with educational technology at the district level preferred

QUALIFICATIONS:

- Strong skills to include both written and oral communication with an emphasis on impeccable customer service

KNOWLEDGE OF:

- Common computer operating systems (i.e. Windows, iOS, Google Chrome)
- The operation of current computers and peripherals to include desktops, laptops, iPads, Chromebooks, Apple TV's
- District student management and curricular software
- Office suite software including spreadsheet
- Current classroom instructional technology
- Correct English usage, vocabulary, grammar, spelling, and punctuation
- Software support of standards based curriculum and assessment

ABILITY TO:

- Interpret and apply rules and requirements for data uploads
- Analyze, understand, and sort data into meaningful reports
- Effectively write and present reports related to data
- Effectively train departmental employees in the performance of their work
- Establish and maintain cooperative working relationships
- Provide team leadership
- Make decisions independently and as part of a group
- Establish and maintain trustworthy, cooperative and effective working relationships with others including teachers, classified staff, District personnel, parents and the community
- Provide positive customer service and customer service training
- Maintain confidentiality and security of information
- Provide a high level of organization to various curriculum and assessment projects
- Adapt to changes in procedures
- Work independently
- Understand and follow oral and written directions
- Perform difficult or complex clerical work, including auditing, checking, and correcting data
- Operate a variety of office equipment

WORKING CONDITIONS:

- Computer room environment
- Noise from equipment
- School sites

PHYSICAL ABILITIES:

- Bending at the waist
- Standing while assisting students
- Dexterity of hands and fingers to operate a variety of computer equipment
- Hearing and speaking exchange information
- Seeing to read and assure accuracy of generated reports
- Operating a computer keyboard for extended periods of time

HAZARDS:

- Extended viewing of computer monitor