

OAK PARK ELEMENTARY DISTRICT 97

JOB DESCRIPTION

JOB

- 1. TITLE:** DATA ANALYST
- 2. DIVISION:** Finance and Operations
- 3. REPORTS TO:** Asst. Superintendent for Finance and Operations
- 4. FLSA STATUS:** Exempt
- 5. JOB CATEGORY:** Admin 3
- 6. JOB CLASSIFICATION/WORK YEAR:** Full-Time/12-Month
- 7. SUPERVISORY RESPONSIBILITIES:** None

QUALIFICATIONS

1. CERTIFICATES, LICENSES, REGISTRATIONS

- None required
- Illinois Professional Educator license with CSBO endorsement a plus

2. EDUCATION AND/OR EXPERIENCE

- Bachelor's Degree (B.A.) with Financial major from a four-year college or University
- Financial management and accounting experience /background preferred
- Experience with Forecast 5 analytics tools a plus
- Such alternatives to the above qualifications as the Board may find appropriate

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Conducts and interprets analysis of financial and operational data for the purpose of supporting evidence-informed decisions.
2. Analyzes new and on-going capital improvements (building, technology, programs) for review by FAC, FORC and the Board of Education.
3. Constructs and presents reports for the purpose of communicating results of these analyses to non-technical audiences (educators, administrators, board members, parents, and community members).
4. Creates presentations, infographics and other visual data displays for the purpose of communicating results of research, analysis and evaluation to non-technical audiences (educators, administrators, board members, parents, and community members).
5. Monitors and improves the accuracy and relevance of research, accountability and data analytics.

6. Collaborates with administrators, other staff, and outside professionals as needed to co-interpret results of data analyses used to make evidence-informed decisions.
7. Assist the Assistant Superintendent with the preparation of the annual budget, levy, and 5- and 10-year projections.
8. Constructs other source documents for financial analysis and interpretation.
9. Assists with State and Federal reporting during peak periods for the purpose of ensuring District 97 is reflected accurately in public reports.
10. Ensures District 97 data is in compliance with mandated reporting requirements.
11. Provides development, analysis, and interpretation of data that relates the financial aspects of the district to educational aspects and vice versa (e.g. expenditures per pupil, educational ROI for various educational expenditures, staffing and compensation strategies, etc.).
12. Other duties as assigned by the Assistant Superintendent for Finance and Operations.

ESSENTIAL REQUIRED SKILLS AND TRAITS

1. Excellent quantitative skills
2. Strong command of various computer application (Excel, PowerPoint , etc.)
3. Excellent writing skills
4. Strong attention to detail and comfort with data collection, analysis and use
5. Highly organized and able to meet tight deadlines
6. Displays a positive attitude
7. Flexibility and adaptability – able to roll with fast changing assignments and priorities
8. Resourcefulness – able to surmount obstacles by finding new information, methods and ideas
9. Ability and desire for continuous learning; natural curiosity and inquisitiveness

PERFORMANCE DELIVERABLES/EVALUATION CRITERIA TO INCLUDE:

1. Accuracy and timeliness of work
2. Professional growth (ability to learn and apply new information, knowledge)
3. Attention to detail
4. Problem-solving capacity
5. Communications skills
6. Ability to work well within teams and with colleagues

DATE REVIEWED: 4/23/2015 (DRAFT)

REVISED: