



**Job Description: Data Analyst  
for Education reEnvisioned BOCES (ERBOCES)**

**POSITION SUMMARY:**

The Data Analyst supports the Director of Operations and Coordinator of Information Services to timely complete CDE data pipeline reports, perform CDE audit information exchange, and to provide training and assistance to programs and schools on data entry into Student Information System for both student and school information to ensure effective and compliant execution of all required state data pipeline reporting throughout the year. Develops and submits district data to the Colorado Department of Education (CDE) and ERBOCES leadership.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

The following duties and responsibilities describe the general nature and scope of work being performed by the individual assigned to this position. These statements are not intended to be an exhaustive list of all duties and responsibilities; actual duties and responsibilities may vary depending upon time of year, number and types of schools authorized by the ERBOCES, the ERBOCES strategic plan, and other factors.

In fulfillment of these duties and responsibilities, the Coordinator shall:

- Support in maintaining student information system and database of student and school level achievement data and assessment results to potentially include CMAS, ACT, CELA, IC, and Enrich as well as others needed for research and analysis, and to meet state and local requirements.
- Maintain a high level of knowledge and skill using statistical analysis, programs, and software by learning new software and keeping abreast of trends.
- Assist the Coordinator of Information Services with the October and December Pupil Count processes, creating and maintaining databases, managing and maintaining the SIS, and reporting through the CDE data pipeline.
- Support in coordinating, compiling, and submitting all other reports and information through the CDE data pipeline, as required by CDE.
- Learn and assist in the operation of multiple online platforms including Enrich, Synergy, CDE data pipeline, RANDA, COGNOS, Syncplicity, etc.
- Support in managing the upload of data files from schools into Synergy by way of Generic Conversion.
- Liaison between outside vendors for data uploads as required. Ex. Enrich, Synergy.
- Assist with the on-boarding of new programs into the data environment.
- Performs other job-related duties as assigned.

**QUALIFICATIONS:**

- Bachelor's degree in the field of education, or a related field



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- Three years of relevant experience
- Demonstrated ability to compile, analyze, and report data and information

**OTHER SKILLS AND KNOWLEDGE:**

- Strong written and oral communication skills
- Strong interpersonal relations skills
- Knowledge of policy and procedure process
- Operating knowledge of and experience with personal computers, computer software, and basic office equipment

**PHYSICAL DEMANDS:**

The physical demands, work environment factors, and mental functions located within the essential duties and responsibilities statements must be met by an employee to successfully perform the essential functions of this job. The employee may be required to travel to and perform work from various school locations in Colorado.

While performing the duties of this job, the employee is frequently required to talk and hear. The employee is occasionally required to stand, walk or sit. The employee must occasionally lift and/or move up to 25 pounds. This job requires no specific vision abilities.

**WORK ENVIRONMENT:**

Work is performed primarily in a typical office environment. The noise level in the work environment is usually moderate. Remote work may be authorized at the Director of Operations discretion.

Job Type: Full-time

Salary: \$60,000.00 - \$90,000/year

**Application Questions**

You have requested that Indeed ask candidates the following questions:

- How many years of data analytics experience do you have?
- How many years of school, district, and/or state assessment experience do you have?
- Do you have the following license or certification: Colorado Teaching Certificate?
- What percentage of the time are you willing to travel for work?



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