



Job Description

POSITION TITLE:	Project Liaison II, Data Analyst Early Education and Support Educational Services	#6266
SALARY PLACEMENT:	Management Salary Schedule Range 02	

SUMMARY OF POSITION:

Under the direction of Early Education and Support Administration and Management, the Project Liaison II, Data Analyst will perform a wide variety of complex tasks including extensive data collection, management, analysis, and visualization, conduct research, prepare reports, provide technical and user support with online and software programs, develop and facilitate presentations related to data analysis, and engage with various data analysis processes and protocols as well as internal staff and external partners. Perform related work and tasks as required.

MINIMUM QUALIFICATIONS- EDUCATION AND/OR TRAINING:

Possess an Associate of Arts Degree with a concentration in data analysis, computer-related technology, Business Administration, or a related field or equivalent experience as a student information system power user/administrator in an educational setting

DESIRABLE QUALIFICATIONS- EDUCATION, TRAINING, AND EXPERIENCE:

Possess a Bachelor's degree in an education related field and/or extensive experience in the early childhood education field. Experience working with various software products used for data collection, management, analysis, integration, and reporting. Two years of experience in a school district or county office of education. Three years of experience providing support for education research, data, and program evaluation activities in an educational environment.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

- assigned software
- data analysis
- databases, spreadsheets, and programs used for student assessment and information
- extracting, arranging, and analyzing data from information systems, databases, and programs to design and generate technical reports using various software applications

Ability to:

- operate a computer
- work collaboratively with others
- interpret and explain technical data concepts to non-technical staff
- develop data tables and other visuals, administer controlled access to relational databases
- prepare custom reports and analysis of program data
- create and follow policies and procedures

Possess:

- a valid California driver's license and proof of liability insurance required amount required by SJCOE policy: insurable by the SJCOE carrier. Must furnish own transportation as required to fulfill job duties
- effective public speaking techniques

DISTINGUISHING CHARACTERISTICS:

The Project Liaison series represents advanced management positions and has two levels.

ESSENTIAL FUNCTIONS:

1. Work effectively with school districts, community organizations, government agencies, parents, students, and/or staff.
2. Maintain confidentiality on issues concerning program and staff.
3. Supervise and evaluate staff.
4. Participate, coordinate, or conduct a variety of meetings, committees, trainings, workshops, and/or conferences in order to present materials and information concerning department programs, services, operations, and activities; represent the SJCOE at local, regional, and state meetings, conferences, in-services, boards, councils, and events.
5. Maintain current knowledge and interpret applicable rules, regulations, policies, procedures, contracts, State and Federal laws, codes and regulations.
6. Communicate effectively both orally and in writing.
7. Analyze situations accurately and adopt an effective course of action.
8. Establish and maintain cooperative and effective working relationships with others.
9. Work independently with little direction.
10. Meet schedules and timelines.
11. Prepare reports as needed for program.
12. Oversee and manage budgets.
13. Monitor, identify, plan, and organize student, staff, and educational partner data and information needs.
14. Establish and maintain a variety of recordkeeping/tracking systems and prepare related surveys, data visualization dashboards, reports, and presentations.
15. Conduct training and presentations on and off-site as necessary.
16. Understand, interpret, and apply established rules, procedures, policies, and operations of program systems.
17. Receive, review, and verify documents, records, and forms for accuracy, completeness and conformance to applicable rules, regulations, policies, procedures, and departmental expectations.
18. Process documents in compliance with established policies and procedures.
19. Operate and monitor computer systems, student information systems, associated programs & databases, and related equipment.
20. Respond to administrative, program, state, and federal, and other related inquiries on behalf of administration.
21. Establish and maintain documentation, records, files, and logs related to student information.
22. Read, analyze, understand, explain, and implement technical information
23. related to data, research, and evaluation projects.
24. Use a variety of data management, spreadsheet, survey, and other software programs.
25. Recommend improvements in data collection and management based on analysis of data.
26. Choose and create appropriate, effective data visualizations and displays using tools such as Excel, Google Suite, ChildPlus, & Hub.
27. Maintain email marketing, website content, and communication contact lists and collaborate on social media content.
28. Other duties and responsibilities as assigned.

PHYSICAL REQUIREMENT:

Employees in this position must be able to:

1. Sit and stand for extended periods of time.
2. Pass an initial physical exam (Head Start employment requirement)
3. Enter data into a computer terminal, operate standard office equipment and use the telephone.
4. Hear and understand speech at normal levels and on the telephone.

5. See and read the computer screen and printed matter with or without visual aids.
6. Speak so that others may understand at normal levels to small or large groups, and on the telephone.
7. Stand, walk and bend over, reach overhead, grasp, push, pull and move, lift and/or carry up to 25 pounds to waist height.

WORK ENVIRONMENT:

Employees in this position will be required to work indoors and/or in an educational and standard office environment. Employees may come in direct contact with parents, SJCOE and school district staff, outside agency staff and the public.

9/15/2022 final sc