Title: Data Analyst
Duration: Short term - 4/30 - 9/4 (20 weeks).
FTE/PT: Part-time 20-hours per week
Department: Academic Supports
Reports to: TBD

Job Summary
Provides administrative and analytic support to summer program teams. Process registration data and prepare information for appropriate rostering of students into summer programs. Maintains data and tracking systems. Analyze and create reports at requested frequencies and provide ad-hoc data analysis. Performs data entry tasks as directed. Trouble shoots and maintains databases and serves as a resource to District personnel.

Essential Functions
- Process registration data and prepare student information for rostering in summer programs K-12;
- Validates and analyzes data maintained in databases to ensure accuracy;
- Perform QA on data base to ensure relevant student information is organized and prepared for summer program implementation;
- Analyze student records and registration information and prepare student assignment files for elementary programs;
- Troubleshoots and provides end-user support for databases in the assigned division;
- Creates reports utilizing the District's student information system;
- Provides data and technical support to various administrative offices to enable them to make data driven decisions related to summer programming;
- Analyze student eligibility for credit recovery and grade improvement and prepare course assignment information for secondary roster chairs;
- Pull data reports during and after summer programs end, ensure vendor requirements are met for data upload and data is accurate;
- Perform other data entry duties as assigned to ensure effective, accurate, and timely processing and support of summer programming.

Minimum Requirements
- Bachelor's degree program from an accredited college or university.
- Three years of full-time, paid, professional experience with database technology, educational data reporting and analysis and/or educational data.
 OR
- Any equivalent combination of training and experience determined to be acceptable by the Office of Talent in collaboration with the assigned office.

Knowledge, Skills and Abilities
- Demonstrated knowledge of:
  - various databases and applications such as MS Excel, sheets, google doc
  - Infinite Campus SIS experience (strongly preferred)

- - Administrative policies and practices.
  - Demonstrated ability to:
    - create and generate ad hoc reports
    - manipulate data using various spreadsheet applications such as MS Excel.
    - meet multiple deadlines in a fast paced and demanding work environment.
    - Work independently in a fluid environment as part of a team to accomplish goals.
    - think analytically and logically.
    - support administrators in the attainment of District goals and objectives.
    - express ideas effectively, both orally and in writing.
    - establish and maintain effective working relationships with both internal staff and external partners.
    - give attention to detail.
    - apply problem solving skills in the maintenance of databases/ tracking systems.

Application Procedure

Interested applicants who meet the minimum requirements should send their resume to Khaled Ismail at kismail@philasd.org.

Please use the following guidelines in the subject line of your email:

<Your First and Last Name> - Summer Data Analyst Applicant