



Review and analyze system files and field functionality to determine the integrity of data; assess how files

needs; develop new data related tools and reports to support effective data utilization; recommend and implement system enhancements and data solutions such as data warehousing, validation, access, security and integrity of student information; assist with system testing and the implementation of patches, system updates, form revisions, and software upgrades.

Utilizing best practices, participate in the creation, automation and standardization of queries and reports; prepare and present recommendations and implement solutions for the elimination, consolidation or addition of reports, or reporting standards that support the reduction of manual report generation or distribution.

Collaborate with colleagues and serve on cross-functional district teams to solve problems and improve data analysis, querying and reporting techniques; participate in, coordinate, plan, implement and maintain databases such as the district data warehouse and computerized student information systems.

Provide support, participate in, develop and present materials, trainings and other professional development opportunities to a wide variety of audiences including teachers, principals, district leadership and community stakeholders on a variety of data literacy topics including, data analysis, interpretation of assessment data or other data reports, reporting requirements, dashboard access and overall system use.

Keep current on research design, and statistical methodologies in education, psychology and social sciences; attend and participate in meetings, conferences, and seminars relevant to new developments in assessment, reporting requirements, compliance, data collection, analysis and distribution; lead, attend and participate in a variety of meetings, in-service trainings, workshops, conferences and seminars relevant to data analysis and reporting.

Demonstrate a commitment to the Portland Public Schools Equity Initiative by developing a thorough knowledge and application of the district Racial Educational Equity Policy, Equity in Public Purchasing and Contracting and other board policies; participate in staff development, in-services and trainings related to diversity, equity and inclusion in the workplace and in K-12 education; model appropriate behaviors; develop, recommend and implement improvements to educational and business practices with awareness and understanding of their impact in a racially and culturally diverse community.

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internal staff and/or external researchers.

May serve in a lead capacity and provide work direction and guidance to designated staff.

Perform related duties as assigned.

basic descriptive statistical operations. Employees are required to have a basic technical background and understanding of computer programming and statistical analysis and will develop overall expertise in data analysis and reporting functions, techniques and best practices. Upon successful completion of not less than two (2) years of active participation in data validation and the development of customized data reports, employees in this classification who have gained sufficient knowledge of the broader scope of more complex elements of the classifications responsibilities may advance, with the confirmation of duties and recommendation of department leadership, to the System Planning and Performance Analyst II classification.

The System Planning and Performance Analyst II



## WORKING CONDITIONS