Hernando County School Board
Florida

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DATA QUALITY & INTEGRITY ANALYST

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Required Qualifications:

- A.A. or A.S. Degree and one (1) year of experience in a related field*
- Extensive working knowledge of personal computer-based software programs, including Microsoft Office products

*In lieu of A.A. or A.S. Degree, High School diploma and three (3) years of experience in a related field

Desired Qualifications:
- Experience with the current student information system in use by the district
- Knowledge of data entry methods and procedures used for student information
- Ability to communicate effectively with various stakeholders to express information both verbally and in written form
- Ability to work independently and make informed decisions with minimal supervision
- Ability to organize, prioritize, and manage duties efficiently and within established timeframe

Performance Responsibilities:
- Review policies and procedures to make recommendations to improve upon and standardize the processes of data collection/reporting in the areas of assigned responsibilities
- Inspect and analyze current data collection activities regularly and take action to continuously improve procedures, services and support to schools and work locations
- Conduct training for personnel on the procedures and techniques required for the process of data collection and reporting
- Provide technical assistance in planning, designing, and implementing data collection activities based on DOE requirements and changes in the areas of assigned responsibilities
- Establish cooperative relationships with district level program staff , school personnel, and other stakeholders, effectively communicating and interpreting policies and procedures as necessary
- Consult with school-based and district-level personnel to identify data collection problems and needs
- Develop and disseminate publications necessary for the coordination of district data collection activities

- Represent the district on committees, at meetings and conferences concerning district-wide data collection activities
- Maintain knowledge of the features of the student information system
- Manage all aspects of the student Florida Education Identifier (FLEID) and Student Number IDs
- Input and maintain confidentiality of student Social Security Numbers (SSN) in the student reporting system
- Develop and maintain manuals/documents for personnel responsible for entering data in the areas of assigned responsibilities
- Provide training to all stakeholders to ensure accurate and efficient reporting
- Enter and maintain schedules for students receiving Hospital Homebound or Home Instruction services
- Support the district Medicaid Coordinator by establishing written procedures for the entry of Medicaid consent and providing reports from the SIS
- Support the Director of Exceptional Student Education by establishing procedures for the collection and implementation of ESE student data relating to state reporting
- Support the Director of Student Services by establishing procedures for the collection and implementation of data entry for disciplines and SESIRs
- Communicate and collaborate with the Executive Director of Student Support Programs regarding changes in legislation, programs, and practices in the areas of assigned responsibilities
- Perform other duties as assigned by the Executive Director of Student Support Programs and/or designee

Physical Demands:
Exerting up to 50 pounds of force occasionally and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force regularly or as needed to move objects

Reports to:
Reports directly to the Executive Director of Student Support Programs and/or designee

Evaluation:
Annual evaluation done by the Executive Director of Student Support Programs and/or designee

Terms of Employment:
12-month employment

Salary:
Salary based upon approved salary schedule – Professional/Technical/Supervisory Category D

Job Code:
77131

Board Approved: 06/10/14, 06/11/24
Revised: 06/10/14, 01/26/16, 06/27/23, 05/14/24,06/11/24