



**WEST HEMPSTEAD UNION FREE SCHOOL DISTRICT
ADMINISTRATIVE OFFICES
252 Chestnut Street
West Hempstead, New York 11552-2455
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**Daniel Rehman
Superintendent
(516) 390-3107**

**Dina Reilly
Assistant Superintendent for Curriculum
(516) 390-3119**

**Joel Press
Assistant Superintendent for Business
(516) 390-3103**

June 9, 2023

PLEASE POST

**Immediate Opening
DATA ANALYST**

GENERAL STATEMENT OF DUTIES

The Data Analyst performs analysis of multiple data sources such as school districts' data, standardized and New York State Department of Education test data, community data, for research, and to assist school district to improve educational planning and instruction for students; performs related duties as required.

COMPLEXITY OF DUTIES

Under general supervision, the work requires technical skill in using software tools such as Statistical Package for Social Science (SPSS) spreadsheet programs, and relational database programs to analyze various databases.

TYPICAL DUTIES

- Assembles, arrays, processes, analyzes, and interprets data.
- Ensures the currency, accuracy, and integrity of the databases.
- Creates effective databases to automate and standardize required New York State Department of Education periodic and special reports.
- Generates accurate and timely reports, statistics, and measurements of organizational activities and outcomes.
- Analyzes educational data for research and support of instructional planning.
- Creates macros and program routines, and edits programs used in searching, retrieving and formatting data.
- Evaluates and prepares recommendations on databases, trends, and new issues.

FULL PERFORMANCE KNOWLEDGES, SKILLS AND ABILITIES

- Considerable knowledge of software applications to compile and analyze data and prepare reports.
- Ability to collect, compile, analyze and interpret data in a variety of formats.
- Ability to identify the problem and recommend solutions.
- Ability to document reporting requirement and report specifications.
- Ability to express oneself effectively, both orally and in writing.
- Ability to establish and maintain working relationships with associates and school administrators.

MINIMUM QUALIFICATIONS

Training and Experience

Bachelor's degree from a regionally accredited or New York State registered college or university, with a major in a computer field

NOTE

- One year of experience, as outlined above in excess of the three-year requirement, may be substituted for the major.
- A Master's degree from a regionally accredited or New York State registered college or university with a concentration in a computer field may be substituted for one year of experience.

**Qualified candidates should submit a letter of interest, updated resume and certification by June 22, 2023 online at
www.olasjobs.org:**

**Dina Reilly, Assistant Superintendent
West Hempstead UFSD
252 Chestnut Street
West Hempstead, NY 11552**

E.O.E.