

Oak Park and River Forest High School
District 200

NOTICE OF VACANCY

November 27, 2019

The following NON-AFFILIATED position is available.

DEPT/PROGRAM: Educational Technology

POSITION: Temporary – Associate Data Analyst - **Job ID #1674**

SUPERVISOR: Web and Data Manager

QUALIFICATIONS: See job description below.

TERMS: Position effective through June 30, 2020.

SALARY: \$20 - \$25 an hour, depending on qualifications and experience.

APPLICATION: To apply, please visit our website at: www.oprfhs.org, go to About, Employment Opportunities, to be directed to our online application system.

DEADLINE: **11:59 P.M., Friday, December 13, 2019.**

**Oak Park and River Forest High School
District 200**

Job Description

Job Title: Temporary – Associate Data Analyst
Reports to: Web and Data Manager
Terms and Conditions: Position effective through June 30, 2020.
Salary: \$20 - \$25 an hour, depending on qualifications and experience.

OPRF – WHO WE ARE...

Oak Park and River Forest High School, or **OPRF**, is a comprehensive public high school located in Oak Park, Ill., a suburb eight miles due west of downtown Chicago. We are a one-school district, with the majority of our students coming from two sender districts, River Forest Public Schools District 90 and Oak Park Elementary School District 97. We offer more than 200 courses, a variety of programs for students with special needs, 75 clubs and activities, and 29 competitive sports. We prepare our students well for post-secondary success, with an average ACT composite score of 24 and a 94% graduation rate.

Oak Park and River Forest are communities that highly value diversity. OPRF is a founding member of the national Minority Student Achievement Network, and our school is racially and economically diverse, with about 44% of our 3,300 students identifying as African-American, Hispanic, multiracial, or Asian. Our villages have long embraced the LGBTQ community, and we have a significant mix of homeowners and renters.

We seek faculty and staff who have high expectations for **all** students, and who value student voice in education. As a school, we are particularly focused on closing opportunity gaps for our students of color.

OPRF is an equal opportunity employer that provides **equal employment opportunities** to all without regard to race, color, religion, sex, national origin, age, disability or genetics. **OPRF's goal is to increase its representation of people of color.**

Background:

Oak Park and River Forest High School District 200 is a progressive district that is focused not only on our tradition of excellence but our future. The District prides itself in offering our students a comprehensive 9-12 college and career readiness curriculum and a rich arts education program. Our students are curious, creative, and they come ready to learn. More than 90 percent of our students go on to college.

Oak Park and River Forest High School District 200 believes that we can “become an ever-improving model of equity and excellence that will enable all students to achieve their full potential.” We can accomplish this through dedicated teachers, staff, and administration who build relationships with students and have high expectations for themselves and their students. We believe in planning for and providing the academic and developmental support students need to meet those expectations. We further believe that every student can learn through exposure to academically challenging content, feedback during learning, and the educator’s knowledge and skill.

Oak Park and River Forest High School District 200 is a great place for those who are interested in an environment that supports creativity, leadership at all levels, innovation, a focus on professional and curriculum development, and the best practices of instruction. We are currently

seeking individuals to join our team where we enable all students to achieve their full potential every day.

Position Summary:

The Associate Data Systems Analyst will assist in providing first-level assistance and support in all areas of Data Systems. Data Systems includes all hardware and software tools needed to process data of all types (e.g., student achievement, personnel, financial, facilities, etc.). Develops, organizes, and manages both internal and external web sites. It also includes the processes and procedures used to collect and analyze the data. These tasks will occur under the supervision of a senior staff member within an educational setting and will service the faculty, staff, administration, the Board of Education, students, parents, and the District's community at large. This position also requires attention to the responsible handling of confidential and extremely sensitive data. Other duties will be assigned as necessary.

Responsibilities:

1. Assist in support of Family and student information portal (including passwords and rights)
2. Assist in support of Faculty Skyward Gradebook
3. Maintain Military related data, manage reports and regulation of opt-outs
4. Maintain Graduation requirements
5. Assist in data entry and ensure data integrity
6. Provide first-level support for all data related services including helpdesk calls
7. Maintain test scores in Skyward and Naviance
8. Maintain records keeping in Naviance and Docufide
9. Maintain Student entry/withdrawal services
10. Continue to develop skills in accordance with emerging technology related to data services and other supported services
11. Website design and maintenance, Landing page design and development
12. Analyze traffic to Websites and recommend and implement any necessary programming changes

Physical/Visual Skills and Demands:

Standing, sitting, lifting, carrying reaching, excellent motor dexterity, talking, hearing, visual acuity: near.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this Job, the employee is regularly required to use hands to finger, handle, or feel. The employee is frequently required to stand; walk; reach with hands and arms and talk or hear. The employee is occasionally required to climb or balance and stoop, kneel, crouch, or crawl. The employee must frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

Environmental Conditions:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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Qualifications/Training/Experience:

Experience with Microsoft Excel and Access is required. Experience with database products in general and the following products are explicitly preferred: Microsoft SQL Server, Progress databases, and Crystal reporting, Skyward, Naviance, and Docufide. Strong working knowledge of all relevant coding languages (Javascript, CCS, HTML).

Certificates/Degrees:

2 or 4 year degree or equivalent combination of education and experience required.

This position description should not be considered to contain every function/responsibility that an individual may be asked to perform by his/her supervisor. Employees are expected to perform other related functions as assigned.

The information contained in this job description is for compliance with the Americans with Disabilities Act (ADA) and is not an exhaustive listing of the duties performed in this position. The individuals currently holding this position perform additional duties and additional duties may be assigned.

Oak Park & River Forest High School District 200 (OPRF) is an Equal Opportunity Employer.

This position description should not be considered to contain every function/responsibility that an individual may be asked to perform by his/her supervisor. Employees are expected to perform other related functions as assigned.