



Example of Data Specialist Job Description

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Our growing company is searching for experienced candidates for the position of data specialist. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

Responsibilities for data specialist

- Building bills of materials for finished good items with the updated components
- Creating packaging engineering specifications
- Manage student data, report cards and assessments, and state reporting including SIMS, EPIMS, SCS, SDDR, Title I, Medicaid, Civil Rights Data Collection, enrollment, and accountability assessments
- Work closely with school leadership in setting up, training relevant staff, and monitoring accuracy of student data systems including attendance, academics, behavior, and family engagement
- Maintain key demographic and outcome data for the school for internal and external reports
- Support food program through data collection for state reimbursement reporting and compliance
- Manage enrollment and lottery processes, including state waitlist and enrollment reports
- Administer large school-wide assessments such as Achievement Network, MCAS, and ACCESS
- Collect and organize assessment data for instructional teams
- Support general school operations, including arrival, dismissal, and logistics

Qualifications for data specialist

- Experience using analytical tools to support data analysis, reporting, and

- Demonstrated ability to work and collaborate in a cross functional environment
- Review attributes files for completeness and validity of entries
- Summarize progress and report to designated product manager and /or purchasing manager
- Complete tasks by the desired deadline
- Ability to meet deadlines