

# Data Research – Behavior Analyst

## Position Details

Class Code: 1488

Job Family: Information Systems

Classification: Support Professional

Terms of Employment: [Pay Grade 58 on the Support Professional Salary Schedule](#)

FLSA STATUS: NON-EXEMPT

---

## Position Summary

Under general direction, analyzes behavioral, attendance, re-engagement, and recidivism data from all Clark County School District schools, creates reports for central office and site administrators, suggests improvements to behavioral/attendance supports, and trains school staff in Education Services Division (ESD) responsibilities.

---

## Essential Duties and Responsibilities

This list of Essential Duties and Responsibilities is not exhaustive and may be supplemented.

1. Coordinates and facilitates student conduct data compilation, including Assembly Bill (AB) 168, behavior, attendance, bullying/cyberbullying, restorative justice, re-engagement, and recidivism to ensure efficiency and accuracy in District-/state-mandated reports.
2. Develops/provides student conduct data resources for student information system (SIS) users, including data elements required for submission to Nevada Department of Education (DOE) per the Nevada Revised Statutes (NRS), Federal Gun-Free Schools Act (GFSA), and the Office for Civil Rights (OCR).
3. Ensures that District partners, including the School Justice Partnership, My Brother's Keeper, Department of Juvenile Justice Services, and Truancy Prevention Outreach Program Collaborative, receive data needed to provide behavioral, attendance, and wellness support to students/schools.

4. Collects data and develops reports regarding Clark County School District Police Department (CCSDPD) law enforcement, Department of Juvenile Justice Services, and The Harbor.
  5. Researches student conduct systems and practices supporting improved K-12 student behavior/attendance.
  6. Updates/refines plans regularly; tracks progress and re-directs efforts in response to District/department initiatives (i.e., NRS changes, federal mandates, new partnerships, Infinite Campus updates, etc.)
  7. Assists ESD in disaggregating student behavior and attendance data to ensure accuracy; communicates data effectively and efficiently to appropriate stakeholders.
  8. Manages and responds to ESD Public Records Requests.
  9. Maintains hard-copy and electronic records/files to document activities and ensure compliance with established guidelines.
  10. Assists in reviewing and graphically analyzing District-/state-mandated reporting requirements and presentations.
  11. Conforms to safety standards, as prescribed.
  12. Performs other duties related to the position, as assigned.
- 

## **Distinguishing Characteristics**

Analyzes sensitive student behavior/attendance data and creates reports for instructional leaders in support of behavior management improvements and effective restorative practices in the District.

---

## **Knowledge, Skills, and Abilities (Position Expectations)**

1. Knowledge of common database, spreadsheet, word processing, and SIS programs.
2. Knowledge of statistical software, data manipulation (sorting/summarizing data including descriptive statistics using pivot tables), working with common-delimited file formats (i.e., comma separated values (.csv), delimited text files (.txt), etc.), and basic statistical analyses (frequency counts, descriptive statistics, etc.)
3. Ability to organize, interpret, and present behavior, chronic absenteeism, re-engagement and recidivism results to support school-/central office-level decision-making.

4. Ability to conduct research analyses to support the creation of literature reviews and research debriefs pertinent to student conduct data.
  5. Ability to keep current with technology and applications.
  6. Ability to plan and organize work to meet schedules/deadlines.
  7. Ability to work independently.
  8. Ability to communicate clearly and concisely, verbally and in writing.
  9. Ability to learn/apply pertinent policies, procedures, laws, and regulations.
  10. Ability to work on teams with coordinators, analysts, database administrators, and other District personnel.
  11. Ability to ascertain data accuracy to the greatest degree possible.
  12. Self-starter with ability to conduct multiple projects concurrently; able to work independently and in teams.
  13. Ability to interpret test results to a variety of audiences.
  14. Ability to gather and analyze information from differing sources.
  15. Possess physical and mental stamina commensurate with the responsibilities of the position.
- 

## **Position Requirements**

### **Education, Training, and Experience**

1. High school graduation or other equivalent (i.e., General Educational Development (GED), foreign equivalency, etc.)
2. Bachelor's degree from an accredited college/university in a related field (i.e., Statistics, Computer Programming, Computer Science); or, Bachelor's degree from an accredited college/university in a field related to business or education, and one (1) year of experience working with teachers, school administrators, and/or central office personnel in collecting and utilizing student data to improve student outcomes; or, Associate degree and three (3) years' experience as described above; or, Four (4) years' experience as described above.
3. At least one (1) year of experience writing queries, functions, and stored procedures using Structured Query Language (SQL).
4. At least one (1) year of recent professional experience creating complex reports, data visualizations, or Business Intelligence (BI) solutions using commercial toolsets.

### **Licenses and Certifications**

A valid driver's license or state-issued identification card.

## Preferred Qualifications

1. Currently hold a master's degree or higher from an accredited college/university.
  2. Coursework in statistics and data assessment/evaluation.
  3. Experience using statistical software (i.e., R, STATA, Statistical Package for the Social Sciences (SPSS), or similar.)
  4. Demonstrated knowledge of District policies, state/federal legislation, and best practices pertaining to student conduct management.
- 

## Document(s) Required at Time of Application

1. High school transcripts or other equivalent (i.e., GED, foreign equivalency, etc.)
  2. Copy of a valid driver's license or state-issued identification card.
  3. Transcript(s) from an accredited college/university, if applicable.
  4. Specific documented evidence of training and experience to satisfy qualifications.
- 

## Examples of Assigned Work Areas

CCSD Education Services Division and travel to/from schools and District offices.

---

## Work Environment

### Strength

Sedentary/medium – exert force of 20-50 lbs., occasionally; 10-25 lbs., frequently; up to 10 lbs., constantly.

### Physical Demand

Frequent sitting, standing, walking, pushing, pulling, carrying, crawling, stooping, kneeling, crouching, reaching, handling, repetitive fine motor activities, climbing, and balancing. Mobility to work in a typical office setting and use standard office equipment. Stamina to remain seated and maintain concentration for an extended period of time. Hearing and speech to communicate in person, via video conference and computers, or over the telephone. Vision: Frequent near/far acuity and color vision. Vision to read printed and online materials, a Video Display Terminal (VDT) screen, or other monitoring devices.

## **Environmental Conditions**

Climate-controlled office settings with temperatures ranging from mild to moderate cold/heat. Exposure to noise levels ranging from moderate to loud for occasional to frequent time periods.

## **Hazards**

Furniture, playground/office equipment, communicable diseases, chemicals and fumes (as related to specific assignment), and power/hand-operated equipment and machinery (as related to specific assignment.)

---

## **Examples of Equipment/Supplies Used to Perform Tasks**

Computers, printers, copiers, calculators, fax machines, telephones, etc.

---

## **AA/EOE Statement**

The Clark County School District is proud to be an equal opportunity employer. The Clark County School District is committed to providing all applicants and employees equal employment opportunities without regard to race, color, religion, sex, gender identity or expression, sexual orientation, national origin, genetics, disability, age, military status, or other characteristics protected by applicable law. Here at Clark County School District, we are a diverse group of people who honor the differences that drive innovative solutions to meet the needs of our students and employees. We believe that through a culture of inclusivity, we have the power to reflect the community we serve.

## **Job Revision Information**

- Revised: 08/10/23
- Created: 08/03/20