

JOB TITLE
DEMOGRAPHICS ANALYST

DIVISION
ADMINISTRATION

REPORTS TO
EXECUTIVE DIRECTOR
STUDENT ASSIGNMENT,
HEALTH AND SAFETY

SALARY SCHEDULE & GRADE
I I, GRADE 11

LENGTH OF WORK YEAR
260 DAYS

DATE
DECEMBER 13, 2010

SCOPE OF RESPONSIBILITIES

Projects student membership by school, grade, and race on short and long term bases; helps assign students to schools using school census, race, grade, facilities, and programs data; helps with planning of facility needs; works with pupil personnel, transportation, program placement, and other staff; provides information to the general public regarding student school assignment and board member district and other boundary lines.

PERFORMANCE RESPONSIBILITIES

1. Maintains and documents all school attendance boundary lines, sub-zones and satellites for the student assignment plan and maintains data documentation file for each school, prepares studies and reports for changes in school attendance boundary lines.
2. Maintains and documents all board member and other district school attendance boundary lines and feeder patterns, updates the Dual Integrated Map Encoding(DIME) File and coordinates data functions with Management Information Services(MIS).
3. Provides information for control of student assignment to schools including monitoring school magnet and special programs.
4. Assists in projecting student membership on long and short range bases and prepares reports related to membership and attendance including mobility and other related data.
5. Develops and maintains data base and technology appropriate to function of department.
6. Assists in auditing and documenting student data base programs in Pupil Personnel and MIS.
7. Collects and maintains a record of all new housing starts and other information which reflect changes in housing patterns.
8. Provides liaison as assigned with the Census Bureau, Louisville and Jefferson County planning and zoning, economic development, Kentuckiana Regional Planning and Development Agency, and other agencies dealing with population and other pertinent data.
9. Develops and prepares student membership projections by schools, programs, and district on a short and long term basis.
10. Performs other duties as assigned by the Executive Director Student Assignment, Health and Safety.

PHYSICAL DEMANDS

The work is primarily sedentary. It requires the ability to communicate effectively using speech, vision and hearing. The work requires the use of hands for simple grasping and fine manipulations. The work at times requires bending, squatting, crawling, climbing, reaching, with the ability to lift, carry, push or pull light weights. The work requires activities involving exposure to marked changes in temperature and humidity, driving automotive equipment, and exposure to dust, fumes and gases.

MINIMUM QUALIFICATIONS

1. Bachelor's Degree
2. Proficiency in knowledge and use of computer technology
3. Three (3) years successful experience in the analysis and management of highly technical data
4. Ability to work with groups, agencies and organizations concerned with census data and projections
5. Good oral and written communication skills

DESIRABLE QUALIFICATIONS

1. Successful experience in applying census and demographics data to school system uses
2. Experience in using data management program

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