



Job Title: Technical Analyst – Data and Administrative Systems Exemption Status: Non-Exempt

Reports to: Director for Data and Administrative Systems

Date Revised: November 2024

Dept./School: Technology and Information Systems

Pay Grade: 205

Primary Purpose:

To facilitate the ongoing support of both professional and paraprofessional staff involved in implementing the district's student information management systems (SIS) and all related components

Qualifications:

Education/Certification

- Bachelor's degree, or equivalent, in Computer Science, Information Systems, Business Administration, or other directly related field

Experience:

- Minimum of three (3) years of systems design/development environments
- Minimum three (3) years of hands-on technical experience in a K-12 related field preferred

Special Knowledge/Skills:

- Knowledge of SIS components, including teacher gradebook, reporting, scheduling, etc.
- Knowledge of SIS, as well as the associated internal and external tools
- Knowledge of database structured query languages (SQL)
- Ability to provide technical support for paraprofessional and professional staff using the SIS components

Major Responsibilities and Duties:

Data Analysis and Reporting

- Learn and understand data and reporting requirements determined by local, state, or federal needs.
- Use the appropriate tool as needed for the project. Tools may include Skyward Data Mining, Skyward SkyBuild, Skyward Custom Forms, SQL Server Management Studio, and Crystal Reports.
- Determine data security concerns when entering, reporting, or extracting data and include appropriate security measures in the processes.
- Support users for assigned systems within the SIS and assigned third-party packages.
- Assist users with investigating data anomalies.
- Ability to work within project guidelines and time constraints.
- Identify necessary utilities and develop scheduled tasks using these utilities to maintain and support the system. Manage and review these utilities to ensure they continue to meet their intended purpose.

Policy, Reports, and Law

- Implement the policies established by federal and state law, State Board of Education rule, and local board policy in information management and technology.



- Compile, maintain, and file all required physical and computerized reports, records, and other documents.

Other

- Attend professional growth activities to keep abreast of innovations in student information systems and the related components.
- Perform all other duties as assigned.

Supervisory Responsibilities:

None

Mental Demands/Physical Demands/Environmental Factors:

Tools/Equipment Used: Standard office equipment, including a personal computer/laptop

Posture: Prolonged sitting; occasional bending/stooping, pushing/pulling, and twisting

Motion: Repetitive hand motions, including frequent keyboarding and use of a mouse; occasional reaching

Lifting: Occasional light lifting and carrying (less than 15 pounds)

Environment: Occasional prolonged, and irregular hours

Mental Demands: Work with frequent interruptions; maintain emotional control under stress

This document describes the general purpose and responsibilities assigned to this job. It is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Reviewed by _____ Date _____

Received by _____ Date _____