

Job Description

Job Title: **Application System Analyst, Entry**
 Job Family: **Non-Certified**
 Pay Program: **Administrative**
 Prepared/Revised Date: **July 2015**

Job Code: **090500**
 FLSA Status: **Non-Exempt**
 Pay Range: **L01**
 Work Year: **12 months**

SUMMARY: Maintain and support district computer based systems and applications. Systems include the student information systems, data warehouse suite, and email application suite. Retrieve, review, monitor, track, research and correct data for district, state and federal reporting. Conduct professional development activities and produce documentation and training information.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Job Tasks Descriptions	Frequency	% of Time
1. Provide technical expertise and direct support, problem solving, troubleshooting, and general use for district staff, students and community in the operation of the district’s student information systems, data warehouse suite, email systems suite; solicit cooperation from journey and senior application analysts, database architects and/or software engineers, as needed.	D	20%
2. Retrieve, compile, review, monitor, track, research and correct data to ensure accurate and timely reporting from the district’s student information systems for use by administrators and school community for district, state and federal reporting.	D	20%
3. Participate at all stages of development, including testing and implementation of computer based applications including student information systems, and email.	D	20%
4. Interface with other departments, school personnel and other systems providers to resolve system/data issues. Assure data integrity by identifying problems and offering solutions.	D	15%
5. Maintain and support the district student information systems and email software by analyzing, and testing new software modules.	Q	15%
6. Coordinate and conduct professional development activities related to the use of the district’s email, student information systems, data warehouse suite and other applications.	Q	9%
7. Perform other duties as assigned.	Ongoing	1%

EDUCATION AND RELATED WORK EXPERIENCE:

- Associates degree in information technology or related field. Two (2) additional years of similar and relevant experience may be substituted for this requirement.
- Three (3) or more years’ experience in a technical computer applications role; knowledge of the existing software.

LICENSES, REGISTRATIONS or CERTIFICATIONS:

- Infinite Campus Certification

TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:

- Analytical and problem solving skill, including data analysis, program design, testing, and detailed database concepts and operating systems.
- Strong working knowledge of current computer software applications and student information systems.
- Ability and willingness to learn new systems and technologies quickly.
- Good communication and interpersonal skills.
- Ability to promote and follow Board of Education policies, Superintendent policies, building and department procedures
- Ability to communicate, interact and work effectively and cooperatively with all people, including those from diverse ethnic and educational backgrounds. Willingness to contribute to cultural diversity for educational enrichment.
- Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment and report unsafe conditions to the appropriate administrator.

MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:

- PC and related software applications.

REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:

	POSITION TITLE	JOB CODE
Reports to:	Administrative Data Services Executive Director	090529

	POSITION TITLE	# of EMPLOYEES	JOB CODE
Direct reports:	This job has no supervisory responsibilities.		

BUDGET AND/OR RESOURCE RESPONSIBILITY:

- This job has no budget responsibilities.

PHYSICAL REQUIREMENTS & WORKING CONDITIONS: *The physical demands, work environment factors and mental functions described below 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.*

PHYSICAL ACTIVITIES:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand		X		
Walk		X		
Sit				X
Use hands to finger, handle or feed				X
Reach with hands and arms	X			
Climb or balance	X			
Stoop, kneel, crouch, or crawl	X			
Talk		X		
Hear		X		
Taste	X			
Smell	X			

WEIGHT and FORCE DEMANDS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds		X		
Up to 25 pounds	X			
Up to 50 pounds	X			
Up to 100 pounds	X			
More than 100 pounds	X			

MENTAL FUNCTIONS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Compare			X	
Analyze				X
Communicate			X	
Copy		X		
Coordinate			X	
Instruct			X	
Compute				X
Synthesize			X	
Evaluate			X	
Interpersonal Skills			X	
Compile			X	
Negotiate	X			

WORK ENVIRONMENT:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Wet or humid conditions (non-weather)	X			
Work near moving mechanical parts	X			
Work in high, precarious places	X			
Fumes or airborne particles	X			
Toxic or caustic chemicals	X			

WORK ENVIRONMENT:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Outdoor weather conditions	X			
Extreme cold (non-weather)	X			
Extreme heat (non-weather)	X			
Risk of electrical shock	X			
Work with explosives	X			
Risk of radiation	X			
Vibration	X			

VISION DEMANDS:	Required
No special vision requirements.	
Close vision (clear vision at 20 inches or less)	X
Distance vision (clear vision at 20 feet or more)	
Color vision (ability to identify and distinguish colors)	
Peripheral vision	
Depth perception	
Ability to adjust focus	X

NOISE LEVEL:	Exposure Level
Very quiet	
Quiet	X
Moderate	
Loud	
Very Loud	