**JOB DESCRIPTION**

Park Hill School District

**Student Information and Reporting Analyst**

# Purpose Statement

The job of the Student Information and Reporting Analyst is done for the purpose of providing day-to-day support for the Student Information System (SIS), Infinite Campus, and supporting district reporting needs. This position assists with the implementation of new product features and updates, district initiatives within the SIS and supporting building-level functions within the SIS. The position also supports state and federal reporting requirements and systems including but not limited to Missouri Student Information System (MOSIS) and Core Data collections.

This job reports to the Lead Student Information and Reporting Analyst.

# Essential Functions

* Analyzes systems and user requirements (e.g. data sources, input requirements, reporting capabilities, workflows, etc.) for the purpose of creating and enhancing user-requested features and functionality.
* Assists with the development of reporting and process improvements regarding data integrity checks.
* Collaborates with a variety of internal and external parties (e.g. developers, other SIS Reporting Analysts and Applications Analysts, end users, state and/or federal agencies, etc.) for the purpose of providing and/or receiving information and ensuring project success.
* Develops functional and system/software specifications from information gathered at user meetings and/or interviews with internal and non-district staff for the purpose of documenting/interpreting user requests, identifying data sources, and creating a working plan.
* Develops systems, and system components (e.g. monitoring project plans and schedules, developing program code and user interfaces, documenting applications, etc.) for the purpose of enhancing existing systems and/or providing solutions to current processing problems.
* Ensures data integrity within the SIS by verifying, updating, and validating information regularly.
* Implements new features and functionality for the purpose of addressing organizational needs and providing operational capabilities to users.
* Maintains the SIS (e.g. add or update requested changes, enhancements, data source changes, creating code, adding additional functionality, etc.) for the purpose of providing production support in ensuring the ongoing availability of information needed to meet mandated requirements.
* Participates in meetings, workshops, and/or training for the purpose of conveying and/or gathering information required to perform job functions.
* Prepares written materials (e.g. procedures, application documentation, reports, memos, date documentation, etc.) for the purpose of documenting activities, providing written reference and/or conveying information.
* Produces a variety of system and mandated reports and report options (e.g. labels, directories, locator cards, state reporting, etc.) for the purpose of meeting site, district, state and federal requirements.
* Recommends equipment, supplies and materials for the purpose of identifying required items to provide appropriate services.
* Researches computer hardware and software applications, programming languages, and current technology (e.g. being knowledgeable on trends, recommending acquisitions, etc.) for the purpose of being knowledgeable on trends and recommending acquisitions.
* Responds to inquiries from a variety of sources (e.g. staff, administrators, school site personnel, outside vendors and service providers, etc.) for the purpose of providing technical assistance, advice and support.
* Submits or assists in the submission of quarterly core data reports to state agencies for the purpose of complying with state requirements.
* Tests and/or monitors the testing of the SIS for the purpose of ensuring that solution matches defined requirements and expected functionality.
* Trains selected personnel for the purpose of ensuring their ability to use new and/or existing processes.
* Troubleshoots SIS components for the purpose of isolating bugs and resolving issues and/or providing user training.

# Other Functions

* Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

# Job Requirements:

SKILLS are required to perform multiple, technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skill-based competencies required to satisfactorily perform the functions of the job include planning and managing projects; preparing and maintaining accurate records including developing and maintaining time estimates and schedules; reading entity-relationship diagrams; supervising staff and project groups; and using pertinent software applications.

KNOWLEDGE is required to perform algebra and/or geometry; read technical information, compose a variety of documents, and/or facilitate group discussions; and analyze situations to define issues and draw conclusions. Specific knowledge-based competencies required to satisfactorily perform the functions of the job include current generation and legacy application programming languages; system design; process and data modeling techniques; database theory; technologies and tools, benefits and limitations of technology; and project management.

ABILITY is required to schedule activities, meetings, and/or events; gather, collate, and/or classify data; and consider a variety of factors when using equipment. Flexibility is required to work with others in a wide variety of circumstances; analyze data utilizing defined but different processes; and operate equipment using a variety of processes. Ability is also required to work with a diversity of individuals and/or groups; work with a variety of data; and utilize a wide variety of types of job-related equipment. Problem solving is required to identify issues and create action plans. Problem solving with data requires independent interpretation of guidelines; and problem solving with equipment is moderate to significant. Specific ability-based competencies required to satisfactorily perform the functions of the job include setting priorities; communicating effectively with persons of varied technical background; meeting deadlines and schedules; and working with frequent interruptions.

# Responsibility

Responsibilities include working under direct supervision using standardized routines; leading, guiding, and/or coordinating others; operating within a defined budget. Utilization of resources from other work units is often required to perform the job's functions. There is a continual opportunity to have some impact on the organization’s services.

# Work Environment

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling, and significant fine finger dexterity. Generally, the job requires 90% sitting, 5% walking, and 5% standing. This job is performed in a generally clean and healthy environment.

**Experience:** Job-related experience within a specialized field is required.

**Education:** Targeted, job-related education with study in job-related area is preferred.

**Clearances:** Job skills test

 Fingerprint background check