

TRACY UNIFIED SCHOOL DISTRICT JOB DESCRIPTION

POSITION TITLE: ISET SIS/CALPADS Data Analyst

DEPARTMENT/DIVISION: Information Services and Educational Technology

POSITION SUMMARY:

Under general supervision of the Director of Information Services and Educational Technology, and/or his/her designee, the ISET SIS/CALPADS Data Analyst serves as the computer data analyst for the district, manages and maintains the student information system, provides advanced technical support to the student information system and its users, and serves as the primary state reporting data systems analyst.

ESSENTIAL FUNCTIONS:

1. Works with staff members to maintain accuracy of data in the student information system and state reporting system.
2. Manages and maintains the daily operation of the student information system.
3. Perform system administration duties, including maintaining student information system user profiles and assignments.
4. Serves as primary data systems analyst for the state reporting system.
5. Creates advanced reports/templates and acquires information needed for schools, district, county, or state agencies.
6. Develops ad-hoc queries and reports from student system data and other district information systems and provides the reports to school sites and departments within scheduled time frames.
7. Maintain current knowledge of state and federal mandated policies, procedures and regulations for reporting purposes in order to implement changes to the system.
8. Troubleshoot and resolve complex student information system related problems.
9. Provides helpdesk and onsite support for student information system users.
10. Assists in training staff members on the use of the student information system.
11. Provides technical (software and hardware) support to users of the District's student information systems and associated systems, e.g. parent information system, parent calling system and student testing information system.
12. Adheres to strict confidentiality of student information database.
13. Assures appropriate security procedures are implemented and carried out to protect data on all district information systems.
14. Maintains regular and consistent attendance at work place.
15. Participates in department and interdepartment project teams and may work cross-functionality of the student information system to improve processes within the district.
16. Coordinates user support group that meets regularly to meet needs for communications among the user community.
17. Performs other related duties as assigned by the Director of Information Services and Educational Technology.

EDUCATION AND EXPERIENCE:

1. High School diploma or equivalent required.
2. Two years of education in computer science or closely related field or equivalent is required.
3. Associate of Arts Degree or equivalent in Information Management Systems preferred.
4. Three years of experience with databases and student information system preferred.
5. Must possess a valid California driver's license.

SKILLS AND QUALIFICATIONS:

1. Ability to carry out oral and written directions, and read, write, and speak at a level sufficient to fulfill the duties to be performed.
2. Ability to communicate effectively in both technical and non-technical terms and to maintain cooperative working relationships with those contacted in the course of work.
3. Knowledge of principles and practices of student information systems.
4. Knowledge of principles and practices in database programs and management. Knowledge of safety procedures in the performance of required duties.
5. Knowledge of user workstation and peripheral software installation and support.
6. Knowledge of training users on district workstations and district software.
7. Ability to operate workstations and peripherals connected to networks with speed and accuracy.
8. Ability to investigate and learn new equipment and software solutions to meet district needs.
9. Knowledge of various complex computer programs, including but not limited to scanning programs, word processing, spread sheet, email, database, and calendaring.
10. Ability to perform responsible, complex clerical work requiring independent judgment with speed and accuracy.

PHYSICAL REQUIREMENTS:

Employees in this position must have the ability to:

1. Sit for extended periods of time.
2. Enter data into a computer terminal and operate standard office equipment for extended periods of time.
3. See and read a computer screen and printed matter with or without vision aids.
4. Speak so that others may understand at normal levels and on the telephone and other electronic communication devices.
5. Hear and understand speech at normal levels and on the telephone and other electronic communication devices with or without hearing aids.
6. Stand and/or walk on hard and/or uneven surfaces for extended periods of time. Reach overhead, grasp, push/pull up to 25 pounds for short distances.
7. Lift and/or carry up to 25 pounds at waist height for short distances.
8. Bend, squat, and/or stoop for extended periods of time.

WORK ENVIRONMENT:

Employees in this position will be required to work indoors in a standard office environment and come in direct contact with District staff and the public. Employees in this position may be required to travel to District school sites.

SALARY: Classified Salary Range 53

Board Approved: 3/8/16