

**Job Description**  
**MOORE PUBLIC SCHOOLS**

**Job Title:** Data Processing Analyst

**Qualifications:**

- Bachelor degree in Computer Science, Management Information Systems, or related field.
- 3-5 years of experience with K12 student information systems can be substituted for the above educational requirement
- Valid Oklahoma Driver's License and good driving record

**Experience:**

- Experience in the management or coordination of instructional or computer technology developments, software enhancements, and instructional technology designs
- Work in Student Information Systems data base, 2-3 years' experience is required
- Basic knowledge of network and information systems infrastructure recommended, but not required

**Special Skills, Knowledge, Abilities:**

**SKILLS** are required to perform multiple, highly complex, technical tasks with a need to routinely upgrade skills in order to meet changing job conditions. Specific skill-based competencies required to satisfactorily perform the functions of the job include utilizing pertinent software applications; planning and managing multiple projects; preparing and maintaining accurate records; and training and developing staff.

**KNOWLEDGE** is required to perform advanced math; review and interpret highly technical information, write technical materials, and/or speak persuasively to implement desired actions; and analyze situations to define issues and draw conclusions. Specific Knowledge based competencies required to satisfactorily perform the functions of the job includes current, legacy and developing technologies; federal and state regulations; K-12 educational system organizations; pertinent codes, policies, regulations and/or laws; and statistical analysis.

**ABILITY** is required to schedule activities, meetings, and/or events; often gather, collate, and/or classify data; and consider several factors when using equipment. Flexibility is required to independently work with others in a wide variety of circumstances; analyze data utilizing defined but different processes; and operate equipment using a variety of standardized methods. Ability is also required to work with a significant diversity of individuals and/or groups; work with data of varied types and/or purposes; and utilize a wide variety of types of job-related equipment. Independent problem solving is required to analyze issues and create action plans. Problem solving with data frequently requires independent interpretation of guidelines; and problem solving with equipment is significant. Specific Ability based competencies required to satisfactorily perform the functions of the job include: adapting to changing work priorities; dealing with frequent and sustained interruptions; developing and maintaining positive working relationships; facilitating communication between persons with divergent positions; implementing change; maintaining confidentiality; meeting deadlines and schedules; providing direction and leadership; and setting priorities.

**Site:** Various

**Reports To:** Director of Technology or Designee

**Job Goal (Purpose of Position):** Serve as the subject matter expert utilizing the Student Information System to compile data in accordance with federal, state, and district mandates. This position will assist in the coordination of SIS data and utilize that data for the integration of instructional and Informational applications to efficiently leverage the systems to meet district goals.

**Essential Job Functions:**

- Assists in the development and maintenance of accurate student information data
- Leads or assists in any software integration that utilizes SIS data
- Assists in the assessment, improvement, and documentation of SIS data integration process
- Provides technical support for appropriate software applications for clerical and instructional staff
- Assists school sites with SIS trouble shooting and technical support
- Ensures the integrity and data security of SIS Database
- Prepares and distributes administrative data and reports for district leadership
- Ensures and maintains confidentiality of district information
- Abides with all district policies and state and federal laws
- Assists in the compilation and accuracy of State Reporting requirements and deadlines
- Performs such other duties as assigned by supervisor

**Supervision Exercised:** As directed by Director of Technology or Designee

**Physical/Mental Requirements and Working Conditions:** Other than those physical/mental requirements included in the essential functions: Must be able to effectively communicate and have the physical dexterity to operate keyboards, computers, copy machines and other office machines. Ability to sit, bend, or squat occasionally.

**TERMS OF EMPLOYMENT:** 250 days per year

**SALARY:** Salary Set by Board

**EVALUATION:** Performance of this job will be evaluated in accordance with Board Policy.

Approved 08-09-93

Revised 1998-99 Negotiated Contract

Revised 12-13-2021