

**Career and Technical Education  
Information Analyst**

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**Purpose Statement**

This position is technical in nature and requires the ability to manage situations with minimal supervision. The purpose of this position is to provide technical support, information and assistance to Employees, Administrators, Assessment, EdTec, and Career and Technical Education (CTE) management team. This position is providing processes and technical assistance in identifying, evaluating, developing, implementing, and maintaining systems and procedures. Responsible for collecting, reviewing, and analyzing the information to report information, provide recommendations and increases efficiencies. Responsible for analyzing CTE, financial, payroll, and budget reports assuring accurate program and funds distribution.

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**Essential Functions**

- Collaborates with district staff and vendors (e.g., identifying needs, documenting process, defining, and ensuring fulfillment of requirements, etc.) for the purpose of developing, implementing, and maintaining information systems, services and/or programs.
- Communicates with district staff and external organizations (e.g., new practices, methods, solutions, reports, etc.) for the purpose of increasing knowledge and sharing information.
- Develops and maintains system defect and change for the purpose of ensuring system efficiency and accuracy.
- Develops and documents data models for the purpose of responding to user and administrative data needs and relationships, modifications, and customized system and/or reports.
- Responds to district personnel for the purpose of troubleshooting and problem solving regarding the use of information systems tools.
- Maintains a variety of records for the purpose of ensuring availability of information and services to authorized users.
- Prepares a wide variety of technical and non-technical materials for the purpose of documenting activities, provide written reference and/or explaining functionality and flow of information.
- Develops and trains district end users for the purpose of utilizing information tools, learning new database and software applications.
- Manages information system support for the purpose of providing accuracy of data entered, ability to access system information and to retrieve information in a usable format.
- Participates in meetings, workshops, and seminars for the purpose of conveying and/or gathering information regards required to make decisions and perform functions.
- Serves as a resource to district personnel for the purpose of providing information and guidance for internal and external reporting and for utilizing tools to manage data.
- Research solutions for the purpose of analyzing and documenting impacts on the district and benefits of viable solutions.
- Reviews, analyzes, and evaluates systems and user needs for the purpose of solving problems and enhancing new reports to meet specific requirements.
- Maintains a system of internal control for compliance with state/federal regulations. Manage compliance of district compensation information to facilities detail audits from state/federal and third-party agencies.
- Develops and provide training for the Career and Technical Education Department, building staff and other district departments.
- Directs and assists staff through special processing activities, and monthly processes for the enrollment and achievement equity progress.

- Develops system reports for Career and Technical Education staff for purpose of providing customized, accurate and up-to-date information for intervention planning and other purposes.
- Serves as liaison between Assessment, EdTec, and CTE management team.

### **Other Functions**

- Assists other personnel as may be required for the purpose of supporting them in completion of their work activities.
- Attend meetings as required for the purpose of supporting staff members in completion of their work activities.
- Participates in leadership team activities for the purpose of sharing and receiving information in support of district goals and initiatives.
- Establish work group goals and objectives consistent with department and District goals.

### **Job Requirements: Minimum Qualifications**

#### **Skills, Knowledge, and Abilities**

- Ability to learn, understand/explain district CTE practices and procedures
- Ability to analyze data with attention to detail
- Ability to organize and keep accurate records
- Effective oral and written communication skills
- Skill in operating standard office equipment
- Demonstrate competency in word processing and spreadsheet software
- Demonstrate strong skills to interpret and integrate laws/enhancements into CTE program process
- Demonstrated high level proficiency in data processing and accounting systems.
- Demonstrate high level of critical thinking and analysis skills
- Ability to set priorities and meet deadlines.
- Ability to establish and maintain positive, effective working relationships with a variety of others
- Ability to work with a wide diversity of individuals, work with variety of data, and variety of other staff members in other departments
- Required to perform multiple, technical tasks with a need to periodically upgrade skills in order to meet changing job conditions
- Ability to use pertinent software applications
- Ability to plan and manage projects, analyze data utilizing a variety of complex processes and operate equipment using standardized methods.
- Ability to maintain accurate records, and assist staff members with accuracy of information
- Ability to perform accurate arithmetic calculations and to process statistical data
- Ability to perform ten-key calculator with accuracy
- Ability to maintain confidentiality
- Ability to problem solve may require identifying issues and select action plans
- Ability to problem solve data requiring independent interpretation of guidelines and systems
- Ability to attend to detail and follow projects through to completion with a high degree of accuracy
- Ability to work well under pressure
- Knowledge of federal, state, local laws, regulations, and policies that govern public school district CTE program

#### **Working Environment**

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling; some stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally, the job requires 60% sitting, 20% walking, and 20% standing. This job is performed in a generally clean and healthy office environment.

#### **Education and Experience**

High school graduate with training in data modeling procedures and three years of increasingly responsible experience in data analysis preparation or record keeping work. Bachelor's degree in job related field preferred. Job related experience within specialized field. Previous school district eSchool experience on a computerized system preferred.

**Required Testing**

Successful completion of required tests

**Continuing Educ./Training**

Ongoing

**FLSA Status**

Non-Exempt

**Certificates & Licenses**

**Clearances**

Criminal Justice Fingerprint/Background Clearance