Job Description

Prepared/Revised: **December 2023**

Job Title:	**Ed Tech Applications Systems Analyst**	Job Code:	**090523**
Job Family:	**Non Certified**	FLSA Status:	**Ex – A**
Pay Program:	**IT Administrative**	Pay Range:	**L 08**
Typical Work Year:	**12 months**		

SUMMARY: Develop, implement, install, configure, enhance, customize, maintain, analyze, program, test, troubleshoot, and support all district-supported educational technology applications. Systems include the Google Workspace application suite, Schoology LMS (learning management system), and Follett Destiny resource management system. Work closely with the IT Service desk in defining Educational technology (Edtech) application support workflows and associated service-level agreements (SLA). Establish and maintain all vendor support relationships for any district-supported Edtech applications. Collaborate with instructional technology leadership in the development of professional learning activities pertaining to the district's educational technology applications. Derive and compile applicable data for use by administrators and school community.

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. Participate at all stages of development including scope, objective, research, analysis, design, programming, testing and implementation of all district-supported Edtech applications including Google Workspace application suite, Schoology LMS, and Follett Destiny resource management system.	D	20%
2. Install, configure, enhance, customize, maintain and support of all district-supported Edtech applications by analyzing, testing and implementing new software, modules, and upgrades to existing software. Ensure data integrity and quality assurance.	D	20%
3. Provide high-level technical expertise and direct support for problem solving, troubleshooting, and general use for district staff and community in the operation of all district-supported Edtech applications; solicit cooperation from software engineers, as needed.	D	20%
4. Establish and maintain vendor support relationships for any district-supported Edtech applications.	D	10%
5. Derive, compile and use data in all phases of report processing and ensure accurate and timely reporting from the Edtech applications for use by administrators and school community. Provide review of system utilization and performance rubrics for the CITO and IT Managers	Q	8%
6. Collaborate with departments and clients in all Edtech application projects, including the design and development from selection to implementation, and ongoing support.	Q	8%
7. Design, develop, coordinate and conduct professional development activities related to the use of all district-supported Edtech applications.	Q	6%
8. Write, review and approve documentation for these systems and communicates any procedural changes to appropriate staff members. Provide guidance and support to less experienced analysts.	Q	4%
9. Evaluate new software solutions.	Q	3%
10. Perform other duties as assigned.	Ongoing	1%

EDUCATION AND RELATED WORK EXPERIENCE:
- Bachelor's degree in an information technology or related field. Four (4) additional years of similar and relevant experience may be substituted for this requirement.
- Minimum of five (5) years experience in a technical computer applications role; knowledge of the existing software.

LICENSES, REGISTRATIONS or CERTIFICATIONS:
- Criminal background check required for hire.

TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:

- High level of analytical and problem solving skill, including data analysis, program design, testing, debugging and detailed database concepts and operating systems.
- Advanced knowledge of current software applications used in the K-12 space.
- Experience with leading-edge technologies.
- Knowledge of SQL dialect and relational database theory.
- Ability to keep up-to-date technically and apply new knowledge to the job. Includes adapting to and mastering new system applications and processes as implemented by the district or department.
- Excellent communication and interpersonal skills.
- Ability to maintain confidentiality in all aspect of the job.
- Ability to promote and follow Board of Education policies, District policies, building and department procedures.
- Ability to stay current with district policy, standards and training in the areas of data quality, data privacy, and cyber-security with respect to student and staff data, and related information systems.
- 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.
- Operating knowledge of district information technology systems and any other department specific software and equipment required within 6 months after entering position.
- Familiarity with general office equipment.

REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:

	POSITION TITLE	JOB CODE
Reports to:	Director, Enterprise Systems & Data Services	090529

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

May act as lead to less experienced Applications Systems Analysts

BUDGET AND/OR RESOURCE RESPONSIBILITY:

- None

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 and fingers, to handle and/or feel				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			

WEIGHT and FORCE DEMANDS:	Amount of Time			
	None	**Under 1/3**	**1/3 to 2/3**	**Over 2/3**
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			
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	