

Lead Student Information and Reporting Analyst

Purpose Statement:

The job of the Lead Student Information and Reporting Analyst is done for the purpose of providing tactical and strategic day-to-day oversight for the Student Information System (SIS), Infinite Campus, and coordinating district reporting needs. This position functions as the team leader of the SIS Analysts to implement new product features and updates, support district initiatives within the SIS and to coordinate building level functions within the SIS. This position is responsible for 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 Manager of Enterprise Applications and Information.

Essential Functions:

- Attracts, motivates, and retains strong performers for the purpose of maintaining a quality staff.
- Builds positive working relationships with team members, vendors, and other departments for the purpose of working collaboratively toward department and district goals.
- Collaborates with a variety of internal and external parties (e.g. developers, analysts, other district staff, state and/or federal agencies, etc.) for the purpose of providing and/or receiving information and ensuring project success.
- Collaborates with the Technology Projects and Training team for the purpose of communicating effectively with district staff, students and parents as well as providing training on the proper use of technology.
- Collects customer feedback for the purpose of monitoring effectiveness of products and support to drive continuous improvement processes.
- Coordinates meetings, workshops and/or trainings for the purpose of conveying and/or gathering information required to perform job functions.
- Ensures development of processes and reports to assist with data integrity checks.
- Ensures integrity of data in the SIS by verifying, updating and validating information regularly.
- Ensures change management processes and effective communication methods are utilized for the purpose of adequately and accurately disseminating information related to application changes.
- 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.
- Leads in developing 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 working plan.
- Develops systems, system components, processes (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 new processes or current process problems.
- Reviews SIS enhancement requests, conducts discovery meetings and analyzes alternative solutions to meet the needs of end users.
- 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.
- Manage the coordination of system upgrades and new feature management and evaluation, including risk assessment.
- Manages assigned projects for the purpose of developing and meeting project goals and desired project

outcomes.

- Participates in and leads meetings, workshops and/or trainings for the purpose of conveying and/or gathering information required to perform job functions.
- Plans and executes annual meetings such as the beginning of year SIS processes, end of year SIS processes, training and support and Core Data reviews for the purpose of ensuring all district staff are prepared and following proper procedures.
- Prepares written materials (e.g. procedures, application documentation, reports, memos, data 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.
- Promotes the innovative use of the SIS to district business process owners for the purpose of increasing organizational effectiveness and efficiency.
- Recommends equipment, supplies and materials for the purpose of identifying required items to provide appropriate services.
- Research 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.
- Tests and/or monitors the testing of the SIS for the purpose of ensuring that the solution matches defined requirements and expected functionality.
- Organizes and ensures training for selected personnel for the purpose of ensuring their ability to use new and/or existing processes.
- Leads the troubleshooting efforts for all 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: Minimum Qualifications

Skills, Knowledge, and Abilities:

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.

WORKING 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 preferred.

Education: Targeted, job-related education with study in job-related area. Bachelor's degree in job-related areas is preferred.

Required Testing

Job-Related Skills Proficiency Test

Clearances

Criminal Justice Fingerprint/Background Clearance