Adams12 Five Star Schools

Job Description
Prepared/Revised: January 2025

Job Title:	**Application System Analyst II**	Job Code:	**090520**
Job Family:	**Non-Certified**	FLSA Status:	**Non-Exempt**
Pay Program:	**Administrative**	Pay Range:	**L4**
Work Year:	**12 months**		

SUMMARY: Maintain and support district computer based systems and applications. Systems include the student information systems, data warehouse suite, and various other district systems. Retrieve, review, monitor, track, research and correct data for district, state and federal reporting. Conduct professional development activities and produce documentation and training information.

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. Admissions Coordination: Understands all district policy and practice around admissions, choice, transfers and enrollment. Is able to process enrollment, choice and other administrative transfer requests. Maintain waitlists. Coordinate home school process. Serve as a liaison for admissions and enrollment. Train and lead staff in proper district admissions procedures and paperwork.	D	30%
2. Documentation: Drafts knowledge base articles and process flow diagrams to accurately depict their workflow. Publishes articles into the knowledge base and proactively shares them with the team.	D	10%
3. Technical Assistance: Provides technical expertise, direct support, problem solving, troubleshooting and resolution regarding general use.	D	10%
4. Maintain and support: Assists with the maintenance and support of the district's student information and related systems by managing and resolving simple incoming incidents and service requests via the district's ITSM solution. Tackles and resolves the more complex incidents in the queue.	D	10%
5. Customer Service: Provides high quality customer service by ensuring that the customer needs are understood and addressed in a timely manner. Receives positive feedback from customers. Escalates customer service issues to management appropriately.	D	10%
6. System Utilization: Understands the capabilities of the district's systems and utilizes them to complete tasks and accomplish goals. Ensures proper use and implementation of the systems based on best practice.	D	10%
7. Training: Provides basic training of the system to end users and staff via a single method or multiple methods.	D	5%
8. Data Quality and Integrity: Retrieves, compiles, reviews and corrects individual data records on a case by case basis. Monitors, tracks, and researches data quality and integrity issues. Notices trends in data integrity.	D	5%
9. Software development lifecycle: Participates in testing of new software and software upgrades by executing documented test cases. Ensures that test cases are up to date and adds to the test case library.	D	5%
10. Progress Reports: Report progress to management proactively.	D	1%
11. Perform other duties as assigned.	Ongoing	4%

EDUCATION AND RELATED WORK EXPERIENCE:

- Bachelor's Degree or Associate Degree with additional 2 years K12 or IT experience or additional 4 year's K12 or IT experience.
- Minimum of three (3) years of experience in a technical computer applications role; knowledge of the existing software.
- ITIL
- Mastering Campus (or demonstration of mastering campus).

LICENSES, REGISTRATIONS or CERTIFICATIONS:

- Criminal background check required for hire

TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:

- Analytical and problem solving skill, including data analysis, program design, testing, and detailed database concepts and operating systems.
- Strong working knowledge of current computer software applications and student information systems.
- Ability and willingness to learn new systems and technologies quickly.
- Good communication and interpersonal skills.
- Ability to engage in effective communication, collaboration, and teamwork with individuals from diverse backgrounds, cultures, and perspectives, while demonstrating respect and appreciation for their differences.
- Ability to stay current with district policy, standards and training in the areas of data quality, data privacy, and cybersecurity with respect to student and staff data, and related information
- Ability to promote and follow Board of Education policies, Superintendent Policies, building and department procedures.
- 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.

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.		

BUDGET AND/OR RESOURCE RESPONSIBILITY:

- This job has no budget responsibilities.

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 to finger, handle or feed				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			
Up to 50 pounds	X			
Up to 100 pounds	X			

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