NATOMAS UNIFIED SCHOOL DISTRICT

JOB DESCRIPTION

Position: **Student Information / Data Base Analyst**	FLSA: **Nonexempt**
Department: **Technology**	Salary Grade: **18**
Reports to: **Director of Technology or Designee**	Classified Salary Schedule

Basic Function:

Under the general supervision of the Director of Technology or Designee, the Student Information / Data Base Analyst is responsible for the maintenance and support of the District's Student Information System (SIS) program. Maintains, coordinates, and monitors all data related to educational programs and services, as well as provides direction and technical assistance to schools and district office personnel responsible for entering, maintaining, and retrieving student data. The Student Information/ Data Base Analyst is also responsible for all state reporting requirements, and outside agencies exports such as CALPADS and or CALTIDES. Training and assistance duties; train school staff regarding the use of the Student Information System and any office productivity software as it relates to the SIS program, assist in the technical preparation of master schedules, provide assistance for department and site programs and projects, assist in the development of any custom forms, reports or exports for the SIS program and perform related work as required.

Essential Duties and Responsibilities

1. Troubleshoot various technical issues related to the student information system via phone, email or in person.
2. Consult with in-house Information Technology staff about issues that may need outside technical support representatives to resolve the issue.
3. Provide one-on-one or group training to school staff on the student information system, as their job position requires, including any other software application that may be used in conjunction with the student information system.
4. Compile analyze and prepare a variety of record extracts, labels and reports related to the student information system data to be sent to the federal government, state, district and other outside agencies or departments within the school such as CALPADS and/or CALTIDES.
5. Assist with in-house IT staff and vendors on SIS software and hardware installations, troubleshooting, administration and maintenance of equipment and software related to the student information system.
6. Coordinate and communicate with staff to comply with project timelines throughout the school year and resolve issues or concerns related to the database systems involving students and programs.
7. Assist with establishing standards, procedures, and best practices for gathering, assembling, and verifying data.
8. Attend meetings, workshops, and conferences related to student data matters.
9. Assist in the creation of letters, memorandums and user documentation, manuals and other advanced technical documents.
10. Performs other duties as assigned that support the overall objective of the position.

KNOWLEDGE AND ABILITIES

Knowledge and Application of:

1. Student information system and supporting programs.
2. Principles, theories, problems and practices pertaining to computer operations, peripheral equipment and customer support.
3. SQL
4. Windows computer operating systems, Microsoft Office Suite and other word processing, spreadsheet, desktop publishing and database management software.
5. Basic industry-standard networking principles.
6. Student enrollment procedures and requirements with regard to recordkeeping and report preparation techniques.
7. Requirements and restrictions of database concepts.
8. Applicable sections of the State Education Code, legal requirements and regulations pertaining to student records and attendance.
9. Telephone techniques and etiquette.
10. Interpersonal skills using tact, patience and courtesy.
11. Principles of training and providing help desk support.
12. Internet usage and terminology.
13. Basic HTML.

Required: Ability to:

1. Operate a computer and related software.
2. Maintain confidentiality with discretion of sensitive information.
3. Communicate clearly and concisely, both orally and in writing.
4. Interact positively, flexibly and patiently while having to multitask with co-workers, supervisors, community and vendors to maintain cooperative and effective working relationships.
5. Handle a multitude of responsibilities with minimal supervision.
6. Read and interpret documents such as operating and maintenance instructions, and procedure manuals.
7. Define problems, collect data, establish facts and draw valid conclusions.
8. Carry out detailed written, oral and technical instructions.
9. Learn new skills to keep current with technology changes.
10. Troubleshoot basic network problems related to the student information systems and client computers.
11. Meet schedules and timelines.
12. Analyze situations accurately and adopt an effective course of action.
13. Prioritize and schedule work.
14. Review and verify input and output data to assure accuracy and efficiency.

Physical Demands:

The physical demands described here 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.

The employee in this position is regularly required to use hands to operate a computer keyboard, handle, or feel objects, tools, or controls, talk, hear. This position requires sufficient hand/eye coordination and manual dexterity to keyboard at an appropriate rate. The employee must have sufficient visual acuity to read technical documents and instructions and align small components. This position requires sufficient speaking and auditory ability to exchange and retrieve information in person and over the phone. This position also requires standing, sitting, bending, or walking. The employee frequently is required to sit or stand for extended periods of time, and walk. The employee is occasionally required to reach above shoulders with hands and arms, lift, carry, push and/or pull, stoop, kneel, crouch, crawl and climb a stool/ladder.

CREDENTIALS, EDUCATION AND EXPERIENCE:

Education: Equivalent to graduation from high school; an Associate's Degree in computer technology or related field is desired.

Experience: Four years of increasingly responsible experience providing technical support for computer systems or databases, including at least three years or increasingly responsible experience using student information system is desired. Experience with Powerschool and Sybase are preferred.

License: Valid California Driver's License