Adams12 Five Star Schools

Job Description
Prepared/Revised: **March 2026**

Job Title:	**Technical Business Analyst I**	Job Code:	**090613**
Job Family:	**Non-Certified**	FLSA Status:	**Exempt**
Pay Program:	**Administrative**	Pay Range:	**L02**
Work Year:	**12 months**		

SUMMARY: Analyzes business needs, translates them into technical requirements, and helps implement solutions, bridging the gap between business goals and technical capabilities. Utilizes data to identify problems and proposes improvements, involving technical specifications and implementation strategies. Document solutions. Provides technical assistance. Understands and manages annual processes including software upgrades, state reporting and technical maintenance of systems.

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 accommodation may be made to enable individuals with disabilities to perform the essential functions.*

Job Tasks Descriptions	Frequency	% of Time
1. Business Processes: Documents business processes, systems and workflows.	D	5%
2. Solutions: Demonstrates hands-on expertise in configuring, maintaining, and troubleshooting IT systems, software and hardware	D	10%
3. Implement Solutions: Oversees the implementation of technical work requests, various internal projects and solutions.	D	10%
4. Requirements: Gathers requirements, acceptance criteria and technical specifications for new work requests and/or projects.	D	10%
5. Data Analysis: Gathers and analyzes data to identify patterns, trends and insights.	D	10%
6. Testing: Conducts basic testing to ensure systems meet expectations.	D	20%
7. Technical Assistance: Helps set up new systems and provide technical support.	D	25%
8. Communicate: Facilitates communications between stakeholders, project management and technical teams.	D	5%
9. Perform other duties as assigned.	Ongoing	5%

EDUCATION AND RELATED WORK EXPERIENCE:

- Associate's degree in information technology or related field. Two (2) additional years of relevant K-12 or IT experience may be substituted for this requirement.
- Two (2) years of experience preferred.

LICENSES, REGISTRATIONS or CERTIFICATIONS:

- Criminal background check required for hire

TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:

- Analytical and problem-solving skills, 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.

MATERIAL 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 environmental 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 accommodation 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			
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	