

Systems Analyst II

Functioning at a proficient level of technical expertise, documents, analyses, organizes, maintains, allocates and supervises the information resources of the school system. As part of the Learning Management Support team, collaborates with classroom teachers, computer lab managers, and central office personnel to plan for appropriate technology integration strategies for both students and staff. Continually assesses staff needs and plans for and provides professional development opportunities on both a school based and system-wide level. Works with district offices to create online training assets and course material that supports job embedded professional development. Evaluates instructional resources and plans for and conducts demonstration lessons that utilize these resources and showcases "best practices" strategies.

Essential Functions

- Develops eLearning solutions for professional development using specific software application (Articulate, Camtasia Studio, Snagit, Adobe, and Audacity).
- Provides school-based staff and administrative departments(s) with the personal support, tools, and training needed for a meaningful integration of technology into classrooms to improve student learning and into work environments to improve productivity.
- Ability to develop online course modules in accordance to technology style guide
- Provides support and assistance and/or administrative department(s) with the development and implementation of new technology initiatives and makes recommendations for optimal solutions within technical/cost/schedule objectives.
- Maintains a proficient technical knowledge of applicable City Schools application program, database, operating system, customer data retrieval process, or network configuration.
- Participates in the training programs offered to increase technical, interpersonal and communication skills and proficiency related to the projects to which assigned.
- Utilizes tact and exercises good judgement in interacting with the general public, school and central office personnel.
- Triage, document and resolve incidents tickets and service request directed to the LMS team within the established service level agreement (SLA).
- Performs and promotes all activities in compliance with equal employment and nondiscrimination policies; follows federal laws, state laws, school board policies and professional standards.

Maximum Salary\$114303.00

Minimum Salary\$73346.00

Desired Qualifications

- Bachelor's degree in Computer Science or a closely related field and technical certifications and one year directly related experience; or a Bachelor's degree in Computer Science or closely related field and two years directly related experience; or an Associate's degree in Computer Science or a closely related field and technical certification(s) and three years directly related experience; or an Associate's degree in Computer Science or a closely related field and four years directly related experience; or a High School diploma and technical certification(s) and six years directly related experience; or a High School diploma and eight years directly related experience or a Valid Maryland State Department of Education Standard Professional Certificate with a teaching endorsement and two years teaching experience
- Proficient in the use of interactive panels and Learning Management Systems--System Administrator knowledge preferred.
- Experience providing instructional technology staff development to adult learners.
- Trained and experienced in adult learning techniques and well versed in integration strategies and operational functions of a broad range of media and educational technology tools.
- Proficient in the technical use of computer applications applicable to teacher support
Excellent written and oral communication skills.

Full time

Additional Details

Qualified candidates for the above position must submit the following:

- Completed online application
- Resume that clearly demonstrates the above minimum qualifications. It is important that you include all experiences and education related to the position to which you are applying.
- Upload copies of all transcripts -undergraduate, graduate and all MSDE Certifications
- Must provide three (3) professional references to include: name, title, business address, e-mail address and phone number
- All documentation/certification necessary (scanned copies accepted) to substantiate minimum qualifications; must be uploaded into application
- All documentation must be scanned and uploaded to application

Benefits -- This position is eligible for benefits. To review the available options please see the information relevant to the union for this position by viewing the following link:
<http://www.baltimorecityschools.org>

Baltimore City Public Schools ("City Schools") does not discriminate in its employment, programs, and activities based on race, ethnicity, color, ancestry, national origin, nationality, religion, sex, sexual orientation, gender, gender identity, gender expression, marital status, pregnancy or parenting status, family structure, ability (cognitive, social/emotional, and physical), veteran status, genetic information, age, immigration or citizenship status, socioeconomic status, language, or any other legally or constitutionally protected attributes or affiliations. Discrimination undermines our community's long-standing efforts to create, foster, and promote equity and inclusion for all. Some examples of discrimination include acts of hate,

violence, harassment, bullying, or retaliation. For more information, see Baltimore City Board of School Commissioners Policies [JBA \(Nondiscrimination - Students\)](#), [JBB \(Sex-Based Discrimination - Students\)](#), [JICK \(Bullying, Harassment, or Intimidation of Students\)](#), [ACA \(Nondiscrimination - Employees and Third Parties\)](#), [ACB \(Sexual Harassment - Employees and Third Parties\)](#), [ACD \(ADA Reasonable Accommodations\)](#), and [ADA \(Equity\)](#), and the accompanying City Schools Administrative Regulations. City Schools also provides equal access to the Boy and Girl Scouts and other designated youth groups. [Link to Full Nondiscrimination Notice.](#)

This position is affiliated with the Paraprofessional and School-Related Personnel (PSRP) bargaining union.

This position is affiliated with the City Retirement System.

In accordance with Maryland law, City School is required to share the position salary ranges in its entirety. Please note, this is not the hiring range. The hiring range for this position is (\$73,346 - \$88,328)