Longview Independent School District

Job Description
Data Systems Analyst

JOB TITLE:	Data Systems Analyst	**WAGE/HOUR STATUS**:	Exempt
REPORTS TO:	Director of Technology	**TERMS:**	226 Days
DEPARTMENT:	Technology	**PAY GRADE:**	Professional 2

PRIMARY PURPOSE:

To act as analyst and single point of contact for the district's Management Information System and its associated applications

QUALIFICATIONS:

Minimum Education/Certification:

Bachelor's degree in educational data processing or work equivalent, preferred

Special Knowledge and Skills:

- Knowledge of computer hardware
- Knowledge of Windows operating systems
- Thorough knowledge of Microsoft Office including data aspects of Excel and Word
- Understanding of common data reporting tools
- Strong communication, public relations, and interpersonal skills

Experience:

Minimum of three years successful experience in K-12 school data processing, preferred
Two years experience in technical support, preferred

MAJOR RESPONSIBILITIES AND DUTIES:

1. Maintain and monitor relevant server systems

2. Maintain and monitor relevant applications

3. Ensure consistent and reliable backup for all systems

4. Respond to and resolve support questions related to the data operations of the district and route procedural issues to the appropriate departments

MAJOR RESPONSIBILITIES AND DUTIES: (continued)

5.   Coordinate reporting for student, business and third-party applications

6.   Provide system/application administration such as account management, security, and access authorization

7.   Assist in the development of new and/or revised administrative methods or policies to improve utilization, reporting, and overall accountability in administrative methods or policies to improve utilization, reporting, and overall accountability in administration of systems and applications to ensure efficient and effective resource utilization

8.   Comply with district policies, as well state and federal laws and regulations

9.   Adhere to the district's safety policies and procedures

10.   Maintain confidentiality in the conduct of district business

11.   Must be able to perform the essential functions of walking and interacting with students and/or district employees in the specific work site assigned (classroom or office setting)

12.   Demonstrate regular and prompt attendance

13.   Other duties as assigned

SUPERVISORY RESPONSIBILITIES:

   None

WORKING CONDITIONS:

   Mental Demands:

   Reading, ability to communicate effectively (verbal and written); maintain emotional control under stress; coordinate district-wide curriculum functions; interpret policy, procedures, and data

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WORKING CONDITIONS: (continued)

Physical Demands/Environmental Factors:

Frequent standing, walking, stooping, bending, kneeling, pulling, pushing, lifting, carrying; moving small stacks of textbooks, media equipment, desks, and other classroom equipment; repetitive hand motions; prolonged use of computer terminal possible; occasional district-wide travel; occasional state-wide travel; frequent prolonged and irregular hours; possible biological exposure to bacteria and communicable diseases; specific vision abilities required by this job include close vision, distance vision, peripheral vision, and the ability to adjust focus.

EVALUATION:

Performance of this job will be evaluated annually in accordance with provisions of the board's policy of evaluation of administrative personnel.

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties and skills that may be required. This job is not an employment agreement or contract. The administration has the exclusive right to alter this job description at any time without notice.

Printed Name: _____

Signature: _____ Date: _____

ESTABLISHED/REVISED: AUG., 2020