STUDENT INFORMATION SYSTEMS ANALYST

BASIC FUNCTION:
Under the direction of the Director of Information Systems perform administrative functions of the Student Information Systems Database (SIS DB). Plan for regular maintenance and coordinate staff, materials and efforts to achieve routine and long term goals designed to meet District needs. Maintain standards and procedures for data processing operations. Provide direction to data processing staff district-wide. Maintain current knowledge of SIS and related technologies. Process data processing service requests as needed.

REPRESENTATIVE DUTIES:
- Run DB maintenance programs to insure proper SIS integrity and performance. *E*
- Run standard reports pertaining to State requirements for the district (i.e. Monthly Attendance Reports). *E*
- Prepare data extracts for internal and external department use. *E*
- Support District DP needs by providing printed and electronic reports. *E*
- Use telephone, email and other electronic messaging services to communicate with staff and other entities. *E*
- Provide direction to assigned DP staff. *E*
- Coordinate and/or meet with site administration in planning system upgrades, maintenance and additions. *E*
- Coordinate and/or meet with other technical staff in planning system upgrades, maintenance and additions. *E*
- Provide status reports to district and site administration. *E*
- Schedule DP needs for student testing, grades and attendance cycles. *E*
- Oversee and maintain SIS standards (i.e. Attendance Calendar, Attendance Codes, Health Codes, Discipline Codes, and District Course Master). *E*
- Communicate with supervisor as needed for planning and assistance. *E*
- Order and maintain inventory of materials needed for District Office use. *E*
- Order the servicing of District Office SIS equipment. *E*
- Perform related duties as assigned.

KNOWLEDGE OF:
- Information Systems discipline or equivalent.
- PC systems, database management and general programming skills.
- Experience in installing software.
- Student information databases and software.

ABILITY TO:
- Write technical documentation.
- Complete training (may require travel) related to the current SIS.
- Oversee large projects.
- Complete qualified training using a Structured Query Language (SQL).

EDUCATION AND EXPERIENCE:
- Graduation from high school or equivalent.
- Two years college education related to Information Systems.
- Two years of experience working with database management.
- Two years of experience planning projects.
- Three years experience working with users in a support and/or training environment.

PHYSICAL ABILITIES:
- Eyesight corrected or uncorrected, sufficient to read fine print and work with computer graphical user interface.
- Hearing sufficient to conduct normal telephone conversations.
- Hand-Eye coordination sufficient to efficiently work with typical computer peripherals such as keyboard and mouse.
- The ability to sit for long periods of time.
- The ability to bend and twist, kneel and stoop.
- Ability to lift and carry up to 10lb. on a regular basis and up to 25lb. occasionally.

7/1/09
SMJUHSD
Range 31