

STUDENT INFORMATION SYSTEMS ANALYST I

BASIC FUNCTION:

Under the direction of the Director of Instructional Technology or designee, perform complex administrative functions and management of district student information systems. Plan for and meet state and federal mandated reporting requirements. 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. Maintain confidentiality of sensitive employee and student information.

REPRESENTATIVE DUTIES:

- Assist in administration of various educational data systems. **E**
- Monitor district data within student information systems to ensure accuracy and organization. **E**
- Work with and instruct student information systems users on entering and maintaining accurate data and records. **E**
- Create and manage student information systems user accounts. **E**
- Manage and manipulate large amounts of data. **E**
- Assist in managing state and federal accountability reporting processes. **E**
- Electronically submit and certify accurate state and federal accountability data. **E**
- Manage imports, exports, and integration processes for data between student information systems and other platforms. **E**
- Gather, organize, and summarize data for internal and external reporting purposes. **E**
- Create and run complex queries to produce custom data reports and extracts and disaggregate data. **E**
- Collaborate with various district staff, including district administration, site administration, Student Data Specialists, Technology Department, Registrars, and others to support district needs. **E**
- Coordinate and/or meet with other technical staff in planning system upgrades, maintenance and additions. **E**
- Prepare and publish technical documentation on the use of student information systems and data processing procedures. **E**
- Provide group and individual instruction for staff in the use of student information systems. **E**
- Oversee and maintain student information system standards (i.e. Attendance Calendar, Attendance Codes, Health Codes, Discipline Codes, and District Course Structure, Master Schedule Structure). **E**
- Communicate with supervisor as needed for planning and assistance. **E**
- Perform related duties as assigned.

KNOWLEDGE OF:

Information Systems discipline or equivalent.

Computer systems, database management and general programming skills.

Student information databases and software.

ABILITY TO:

Write technical documentation.

Interpret and apply district policies, rules, and regulations.

Interpret and apply California Education Code and other federal regulations.

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 plus two years college education related to Information Systems. Two years of experience working with database management to include planning projects. Three years of experience working with users in a support and/or training environment.

PHYSICAL ABILITIES:

Eyesight 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.

07/01/2024

SMJUHSD

Range 34