

**PLANO INDEPENDENT SCHOOL DISTRICT
Job Description**

Job Title: Business Intelligence Developer	Wage/Hour Status: Exempt
Reports To: Director of Business Systems	Pay Range: 838
Dept./School: Technology Services	Date Revised: 10/12/2022

Primary Purpose:

This position works with key stakeholders across different business areas to gather requirements and develop reporting solutions and visualization dashboards for data driven decision-making. Organize administrative, financial, and student data from multiple sources using business intelligence (BI) tools, databases, and programming methodologies to synthesize results into meaningful information. This position is eligible for remote work.

Qualifications:

Education/Certification:

Bachelor's degree in Computer Science or related field preferred

Industry certifications preferred

Experience:

Five years of experience designing, developing, and implementing business intelligence (BI) solutions for effective data analysis. Experience in K12 education and PowerSchool ERP/SIS a plus.

Five years of experience creating data reports and visualization dashboards

Five years of experience using Systems Development Life Cycle (SDLC)

Five years of experience with Microsoft BI technology (Power BI, SSRS, SSAS, SSIS)

Special Knowledge/Skills:

Ability to extract data from various enterprise data sources and connect, import and transform data for business intelligence and analysis

Ability to relate business goals to data elements and structures to support performance measurements and indicators

Strong attention to detail with a critical eye toward data validation

Ability to develop best practices and resolve technical issues

Excellent verbal and written communications skills; able to manage multiple priorities effectively

Ability to develop and maintain effective working relationships

Major Responsibilities and Duties:

Design, develop, and deploy business intelligence solutions and reporting methodologies for communicating status and trends to leadership in both ad-hoc and automated formal reports

Develop and implement compelling dashboards using data to “tell a story” and provide insights into key data points

Partner with business stakeholders to gather business requirements and translate business needs into comprehensive reporting solutions for data analysis

Identify ways to streamline report generation and provide business leaders with resources to enable informed decision-making, including self-service tools that enable users to analyze data through various business dimensions with visibility to granular and historical data

Identify and resolve data reporting and data integrity issues in a timely fashion while looking for continuous improvement opportunities

Support BI tools and database updates through development, testing, debugging and documentation

Maintain up-to-date documentation, including diagrams, on all BI/applications development, database systems, integration services, and connectivity

Be customer service oriented and maintain a professional approach regarding all district matters

Perform R&D, remain knowledgeable of emerging trends in technology, and keep abreast of innovative practices

Attain and keep current, relevant technology certifications

Perform special projects, after-hours support and upgrades, and other related duties

Follow all rules, regulations, and policies of Plano ISD and follow directives from supervisor

Follow attendance policy as assigned by supervisor

Perform other functions that may be assigned by the Administration and/or supervisor

Equipment Used:

Computer, scanner, printer, copier, calculator

Working Conditions:

Mental Demands:

Reading; ability to communicate effectively (verbal and written); maintain emotional control under stress; work with frequent interruptions

Physical Demands/Environmental Factors:

Frequent standing, stooping, bending, kneeling, pushing and pulling; prolonged use of computer and repetitive hand motions; occasional lifting up to 50 pounds

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Acknowledgement:

Any work related experience or additional education/training resulting in acceptable proficiency levels in the above-required knowledge, skills, and abilities may be an acceptable substitute for the above-specified education and experience requirements at the sole discretion of District Administration.

Approved By: W. Noel McBee, Compensation Coordinator **Date:** 10/12/2022

The above statements are intended to describe the general purpose and responsibilities assigned to this job and are not intended to represent an exhaustive list of all responsibilities, duties, and skills that may be required. District administration and/or my supervisor has the right to add or change duties at any time. This job description supersedes all prior job descriptions for this position as well as rescinding all past and present job descriptions that do not reflect the current requirements of this position.

My signature below indicates I understand and acknowledge my job description.

Employee Signature: _____ **Date:** _____