

PLANO INDEPENDENT SCHOOL DISTRICT
Job Description

Job Title:	Student Systems Analyst	Wage/Hour Status:	Exempt
Reports To:	Director Student Systems	Pay Grade:	840
Dept./School:	Management Information Systems	Date Revised:	04/17/2023

Primary Purpose:

Provide application design, business process improvement, system testing, training, documentation, report development, integrations, data cleanup, and data and systems analysis for student data management systems and applications. Provide expertise and project management for district student applications and technology decisions.

Qualifications:

Education/Certification:

Bachelor's degree in Computer Science or a related field preferred

Certifications in ITILv4, PMP, and Microsoft Technology Stack preferred

Special Knowledge/Skills:

Knowledge and experience supporting K12 student information systems (SIS) and student applications

Knowledge and experience with Texas Education Agency (TEA) student accounting requirements and PEIMS and TSDS data standards

Strong technical skills. Applications development experience a plus, along with experience integrating data across various platforms.

Knowledge and experience with Systems Development Life Cycle (SDLC) and Agile methodologies

Knowledge of database management tools and activities

Skill in business process, system, and data analysis

Skill in application, security, and workflow administration for enterprise applications

Skill in the use of complex report writing tools (Crystal, Jasper, SSRS)

Skill in data integrations, conversions, and clean up

Excellent interpersonal, verbal and written communications skills

Ability to develop and maintain effective working relationships

Ability to handle multiple and changing priorities efficiently and effectively

Job Title: Student Systems Analyst

Experience:

Five years of experience as a Systems Analyst/Developer supporting K12 SIS and student data reporting

Major Responsibilities and Duties:

Implement and maintain student information systems and third-party applications and provide specialized expertise and support to ensure those applications meet the instructional, operational, and informational needs of the district

Evaluate the functionality of student applications and recommend solutions that meet business needs

Exercise superior communication skills to present effectively to diverse audiences; participate in and/or moderate working meetings, ask good questions, and listen to and absorb responses

Coordinate operational tasks, projects, and software implementations by creating and executing project work plans and specifications, conducting and documenting meetings, and performing needs assessments

Manage, identify, and resolve issues, communicate status and milestone reporting, coordinate application development activities, and transition users into new and upgraded applications. Conduct post-activity examinations of processes and projects to determine opportunities for improvement.

Assist with the PEIMS data collection, verification, and reporting, including but not limited to creating/updating reports and merging data from multiple data sources

Develop and define strategies for leveraging information through data warehousing and data mining technologies

Import and export data from district information systems and third-party software as needed

Create or develop queries and reports using reporting tools

Determine security concerns for data when involved with entry, reporting, or extraction of data and apply appropriate security measures with the processes

Develop procedures and perform user level acceptance, data migration, and data conversion testing

Test patches, upgrades, new releases, and reports before approving migration to the production environment

Provide post-production support for all deployed modules and third-party applications

Work with developers and vendors to troubleshoot and resolve application issues and ensure optimum performance

Develop and maintain application, data, and system documentation

Develop and deliver end-user training for appropriate application modules

Demonstrates a strong customer service orientation and a desire to help others

Establish and maintain a high level of customer trust and confidence in the team's knowledge of and concern for educational and business needs

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

Attain and keep current, relevant technology certifications

Job Title: Student Systems Analyst

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

Follow attendance policy as assigned by supervisor

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

Working Conditions:

Mental Demands:

Ability to communicate effectively (verbal and written); interpret policy, procedures, and data; coordinate district functions; maintain emotional control under stress.

Physical Demands/Environmental Factors:

Frequent districtwide travel; occasional prolonged and irregular hours. Work with frequent interruptions.

Frequent standing, stooping, bending, kneeling, pushing and pulling. Prolonged use of computer and repetitive hand motions. Occasional lifting up to 50 pounds.

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:** 4/17/2023

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:** _____