

September 2012

Student Information Systems Analyst I

Definition

Under the supervision of the Director of Technology Support, the Student Information Systems Analyst I is responsible for the operation and support of the District's student information system, Aeries and data assessment system, Illuminate, and the data therein. This position provides instruction and advice to system users, analyzes problems and issues related to the student information systems and software, coordinates usage across all users, and produces a wide variety of statistical reports.

Example of Duties

Support, maintain, coordinate, and manage the Student Information System (SIS) and Data Assessment System (DAS) District-wide; ensure uniformity of applications from site-to-site so that accurate and consistent data are available to the District; serve as the liaison between local users and software support personnel; customize SIS and DAS as needed; set up and maintain Aeries and Illuminate users and user-group rights; document all user levels and maintain and update lines of permission, as necessary; help establish and monitor District standards for Aeries and Illuminate; establish, maintain, and monitor District timelines for student assessment, including in-putting and overseeing all assessment scores and data collection; oversee data collection requests for outside agencies for student assessment; compile and develop accountability and academic achievement analysis reports; compile student data on all formative and summative student academic achievement assessments; prepare demographic data for assessment; manage security and accessibility of Aeries Browser Interface (ABI) application for teachers and parents; establish, maintain, and revise system Query statements useful to site and District personnel; meet with user groups to establish, update, and/or revise codes, etc.; provide ongoing training for District users; set up annual calendar table and assist sites in creating subsequent years' tables and/or rolling over tables from one year to the next; set up assessment tables, etc., for annual state and local tests, and provide assessment analysis data to site and District personnel; support users via Citrix virtualization and provide Citrix support; use Structured Query Language (SQL) for backend SIS database support; other technology-related duties as assigned.

Special Requirements

Possession and maintenance of valid California driver's license and a good driving record sufficient to qualify for and maintain insurability by the District liability insurance carrier at standard rates.

Required Qualifications

Knowledge of:

- Apple OS X, Windows OS, and Macintosh/Windows computers;
- Microsoft Excel, expert level;
- Microsoft Word and Access, intermediate level;
- Software problem diagnosis and resolution;
- General SQL and support.

Ability to:

- Communicate in English both verbally and written;
- Effectively and patiently communicate instruction while maintaining professionalism to users;
- Establish and maintain effective and professional relationships with District personnel;
- Trouble shoot problems in person and over the phone;
- Learn new technologies quickly.

Training and Experience

Minimum Requirements:

- AA degree with coursework in computer science, computer systems, or a related field; or two years of experience in a related field;
- School District experience.

Desirable:

- Aeries experience;
- Experience providing telephone or face-to-face support to users;
- SEIS Integration experience;
- Illuminate, Citrix, and SQL experience.