

July 31, 2025

East Aurora School District 131 has the following opening(s) for the 2025-2026 school year and will accept applications from candidates who may be interested in the position(s) listed below. Medical, dental, vision, and term life insurance policies are available.

VACANCY NOTICE

POSITION TITLE: Lead Database Analyst (Anticipated)

BUILDING(S): Administrative Center

CLASSIFICATION: Tier IIB

TERMS OF EMPLOYMENT: 12 months. Monday-Friday: 8 hours/day.

IMMEDIATE SUPERVISOR: Assistant Director of Information and School Systems

SALARY: Starting at \$66,900-71,900/year (Prorated)
commensurate with credentials and experience

EVALUATION PROCEDURES: Annually

START DATE: ASAP

JOB ID: 4804

1. Bachelor's Degree in Information Systems or a related field from a regionally accredited college or university. Master's Degree preferred.
2. Proven leadership experience with project management tasks.
3. Knowledge of MS SQL and databases.
4. Experience using queries, data imports, and extracts.
5. Ability to troubleshoot business processes and software design related issues.
6. Excellent organizational skills, with the ability to work under pressure and manage multiple, concurrent, and conflicting priorities and deadlines.
7. Strong interpersonal and intrapersonal skills with excellent written and oral communication skills.
8. Ability to work with a linguistically and culturally diverse public.
9. Must be licensed to drive a car and have the ability to lift and carry up to 40 pounds for short distances.

JOB DESCRIPTION / RESPONSIBILITIES:

1. Support all functions of database and information systems as well as interoperability between systems.

2. Support school district database systems including SIS.
3. Provide support to functional application changes and business process changes to maximize the efficiencies of existing and new technologies.
4. Files required SIS related External State and Federal reports.
5. Generate internal reports using Ad Hoc queries and report generation tools as needed.
6. Support data conversions, importing, exporting, and sharing of data between applications.
7. Verify accuracy of data to ensure it is reliable and valid.
8. Provide training and support to teachers and administrators for the SIS, learning management systems, assessments and reporting systems.
9. Manage training material and documentation including videos, guides, and presentations related to the use of classroom and administrative technologies.
10. Effectively manage tasks and projects to complete in a timely manner.
11. Conduct needs analysis of interactions and integrations between tools and systems.
12. Maintain control logs and associated documentation.
13. Perform other duties and assignments as assigned.

APPLICATION PROCEDURE:

Applications should be completed online at <https://www.d131.org>. Position(s) will remain open until filled. East Aurora School District 131 is an Equal Opportunity Employer.

BENEFITS:

TRS/IMRF Pension
403b
Medical
Dental
Vision
Flexible Spending Program
Basic Life and AD&D
Disability Coverage
Employee Assistance
Pet Insurance
Identity Theft Protection