

# HARLEM CONSOLIDATED SCHOOL DISTRICT #122

## Job Description

### IT Data Analyst

**Supervisor:** Director of Information  
Technology

**FLSA Status:** Exempt **Employee Group:** At-Will

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#### Position Purpose:

The IT Data Analyst supports the daily operation, maintenance, and improvement of the district's technology systems. This position manages all student and staff data integrations between multiple programs and data sources, providing dashboards to visualize data in a usable manner and assists with IT infrastructure while providing technical support that ensures technology systems remain secure, stable, and effective for teaching and learning.

#### Qualifications:

1. Bachelor's degree in Computer Science, Information Technology or a related field
2. Minimum 3-5 years of experience in data integration and programming or similar roles.
3. Strong working knowledge in SQL, Python and Powershell.
4. Proficiency with ETL tools and platforms.
5. Proficiency with Data Warehousing concepts and technologies.
6. Experience with Full Stack web-based development.
7. Experience with Microsoft and Google technologies.
8. Security-minded approach to system design and problem solving.
9. Ability to communicate effectively with persons of varying technology expertise.

#### Terms of Employment:

- Twelve (12) month (year to year) contract
- On-call to address technology emergencies. Night, weekend, and holiday work may be required.

#### ADA Essential Functions Statement:

The duties and responsibilities listed below are intended to describe the essential functions of this position as defined under the Americans with Disabilities Act (ADA). They are not to be construed as an exhaustive list of all job duties performed. The District reserves the right to update, modify, or assign additional duties as necessary. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the position.

#### Physical Demands and Work Environment:

This position primarily operates in an office environment and requires prolonged periods of sitting, working on a computer, and using standard office equipment. The employee must be able to communicate effectively and occasionally move throughout district buildings. Occasional lifting, carrying, or moving of office materials or equipment up to 25 pounds may be required. The work environment is generally quiet to moderate in noise level. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the position.

**Responsibilities:**

1. Actively support the mission of the school and district.
2. Utilize conscious engagement regarding equity, diversity and inclusion.
3. Represent the Harlem Consolidated School District in a professional manner.

**Duties:**

1. Manage student and staff data integrations between student information systems, single sign-on applications, and multiple educational software vendors.
2. Monitor and maintain existing integrations to ensure consistent and reliable data flow across district systems.
3. Utilize developer APIs to connect and maintain integrations across district systems.
4. Develop and support full stack web-based applications for various stakeholders.
5. Develop integrated dashboards that give educators real-time access to meaningful data.
6. Automate workflows to streamline enrollment, rostering, and monitoring processes.
7. Ensure compliance with FERPA, SOPPA, data security protocols, and the safe handling of sensitive student and educator information while managing backend systems and data.
8. Provide training, documentation and support to users for dashboards and applications.
9. Maintain documentation for system configurations, procedures, and integration workflows.
10. Conduct regular audits to ensure data integrity and system performance.
11. Troubleshoot integration issues and coordinate with vendors or internal teams to resolve data discrepancies.
12. Provide technology support for Central Office staff.
13. Set up and manage users in various district technology programs (e.g., AD, Google, Skyward, Etc.).
14. Performs basic user administration tasks, including password resets, account unlocks, and provisioning.
15. Collaborate with IT, curriculum, and administrative teams to align data systems with organizational needs.
16. Collaborate with the Infrastructure team on systems projects and provide secondary support during district-wide updates.
17. Keep current with best practices and requirements as they relate to your job assignment.
18. Perform such other job-related duties and assume such other professional responsibilities as your supervisor may from time to time assign or delegate.

The mission of the Harlem Consolidated School District, as a vital part of the community, is to help diverse learners realize their unlimited potential by providing an educational program dedicated to academic excellence and the development of strong character in a safe and respectful learning environment.