"Providing a Foundation for a Proudly Diverse and Historic Community"

JOB DESCRIPTION: MOSIS/CORE DATA ANALYST

Requirements:
- Bachelor's degree or an equivalent combination of formal education and work experience
- Preferably one (1) or more years experience with student information systems, including end user documentation and training
- Excellent understanding of personal computers, networking, and Microsoft Office software
- Excellent written and verbal communication skills
- Excellent customer service skills
- Personal attributes includes integrity, reliability, and promptness

Abilities:
- Ability to work effectively with Microsoft Office suite
- Ability to work effectively with the student information system (Infinite Campus), MOSIS, and Core Data Systems
- Ability to prepare customized data reports
- Ability to run Ad Hock queries
- Ability to effectively solve problems
- Ability to work effectively as a team member
- Ability to work independently with minimal supervision

- **Length of Assignment: 12 Months (260 days)**
- **Reports to: Assistant Superintendent of Academic Services**
- **Evaluation: Assistant Superintendent of Academic Services**
- **Salary: Analyst Chart**
- **FLSA: Non-Exempt**

Performance Responsibilities:
- Provides support for student information systems
- Prepares and maintains accurate records for purposes of DESE accountability and compliance
- Develops and maintains the student information system and end user documentation
- Develops and delivers student information system user end training
- Monitors and supports student information system fixes, modifications, enhancements, and upgrades
- Supports building secretaries, attendance clerks, and registrars.
- Performs related student information system projects
- Escalates high impact situations to management as needed
- Prepares customized data reports pertaining to the student information system (i.e. courses, teachers and student enrollment)

- Prepares customized data reports for state and district assessment (i.e. MAP, ACT, Plan, Explore, reading lexile, demographics)
- Integrates customized data reports into the student information system
- Performs other duties as assigned

The Hickman Mills C-1 School District does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities and provides equal access to the boy Scouts and other designated youth groups. The following person has been designated to handle inquiries regarding the non-discrimination policies: Associate Superintendent of Human Resources, 5401 E 103rd St.,, Kansas City, MO 64137 816-316-7000. For further information on notice of non-discrimination, visit http://wdcrobcolp01.ed.gov/CFAPPS/OCR/contactus.cfm for the address and phone number of the office that serves your area, or call **1-800-421-3481.**

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CORE DATA ANALYST

Employee:_____School:_____

Evaluator: _____

PROFESSIONAL RESPONSIBILITIES	Below Expectations	Working Toward Expectation	Meets Expectation
• Provides support for student information systems			
• Develops and maintains the student information system and end user documentation			
• Develops and delivers student information system user end training			
• Monitors and supports student information system fixes, modifications, enhancements, and upgrades			
• Supports building secretaries and attendance clerks			
• Performs related student information system projects			
• Escalates high impact situations to management as needed			
• Prepares customized data reports pertaining to the student information system (i.e. courses, teachers and student enrollment)			
• Prepares customized data reports for state and district assessment (i.e. MAP, ACT, Plan, Explore, reading lexile, demographics)			
• Integrates customized data reports into the student information system			
• Performs other duties as assigned by Assistant Superintendent of Academic Services			

Evaluator's Comments_____

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Evaluator's Signature_____ Date: _____

Employee's
Comments:_____
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Employee's Signature Date: