

**Project Analyst–
Student Information System Implementation**

Purpose Statement:

The **Project Analyst – Student Information System (SIS) Implementation** is a temporary position supporting the successful rollout of a new SIS platform. This role involves close collaboration with technical teams, vendors, and end users throughout the project lifecycle. The analyst will primarily be responsible for leading training efforts, conducting user acceptance testing (UAT), and supporting change management initiatives to ensure a smooth transition.

Essential Functions

- Conduct User Acceptance Testing to validate SIS features and workflows given business requirements
- Assist with data migration validation and reconciliation between legacy and new SIS platforms
- Lead engaging training sessions for end users, both in-person and virtual
- Skilled in public speaking and group facilitation, with the ability to adapt communication style to diverse audiences
- Gather and analyze feedback from end users to identify areas that may require clarification or improvement
- Develops, produces and maintains written documentation and training materials for user groups
- Collaborate with end users to identify process improvement opportunities
- Take initiative in performing follow-up activities and providing support services to ensure timely and accurate deliverables
- Demonstrate a strong understanding of K-12 education systems, application support, and data reporting (preferred)
- Excellent writing, editing, organization, analytical and investigative skills
- Proven ability to collaborate across departments, bridging technical and non-technical stakeholders
- Effectively prioritize tasks based on competing demands, project impact, and system configuration dependencies
- Support help desk during go-live and stabilization phase

Job Requirements: Minimum Qualifications

Education	Bachelor's degree in Education, Information Systems, Business Administration, or a related field (<i>or equivalent experience in K–12 systems or enterprise software implementation</i>)
Experience	3+ years of experience in any of the following areas: Providing end-user training and support Project coordination or business analysis Software implementation or system rollout Working with Student Information Systems (SIS) or other education technology platforms

Relevant experience and/or education may be substituted for required experience and/or education.

Skills, Knowledge, and Abilities

SKILLS are required to perform multiple, highly complex, technical tasks with a need to occasionally upgrade skills to meet changing job conditions. Specific skills required to satisfactorily perform the functions of the job include:

communicating effectively in the English language in written and oral form; analyzing and organizing complex systems; planning and managing projects; reading and understanding technical information; preparing and maintaining accurate records and composing a variety of technical and non-technical documents, such as user documentation, and training documentation; public speaking and presentations to groups; and using pertinent software applications and standardized methods.

KNOWLEDGE is required to read technical information, compose a variety of documents, and/or facilitate group discussions; and solve practical problems. Specific knowledge required to satisfactorily perform the functions of the job include business process analysis; database structures and concepts; systems development life cycle; systems implementation procedures; large, integrated software systems; Puyallup School District and Washington State policies; Washington State educational regulations and legislation; and project management tools and concepts.

ABILITY is required to schedule a number of activities, meetings, and/or events; routinely gather, collate, and/or classify data; and consider a variety of factors when using equipment. Flexibility is required to work with others in a wide variety of circumstances; analyze data, utilizing defined but different processes; and operate equipment using a variety of processes. Ability is also required to work with a diversity of individuals and/or groups; work with data of varied types and/or purposes; and utilize a variety of job-related equipment. In working with others, problem solving is required to analyze issues and create action plans. Problem solving with data requires analysis based on organizational objectives; and problem solving with equipment is moderate to significant. Specific abilities required to satisfactorily perform the functions of the job include: analyze, gather, collate and/or classify a variety of data utilizing a variety of complex processes; read, understand, and follow Puyallup School District and Washington State policies and guidelines; work accurately at a detailed level (detail-oriented); gather, collate and/or classify data; process information to make judgments and decisions; proactively identify needs and work to satisfy them; understand current and future processes;

meet deadlines and schedules; and identify, document, diagnose, solve, and communicate problems. In working with others, problem solving may be required to identify issues and select action plans. Ability is also required to successfully work as part of a team – at times as a leader and other times as a facilitator or participant; establish and maintain cooperative working relationships with a wide diversity of groups and individuals in a wide variety of circumstances; schedule activities, meetings and/or events; sit for a prolonged period.

Responsibility

Responsibilities include working independently under broad organizational guidelines to achieve unit objectives; directing other persons within a department, large work unit, and/or across several small work units; and supervising the use of funds. Understanding and responding to district leadership, including ensuring alignment with district strategies and objectives, is required. Utilization of resources from other work units is often required to perform the job's functions. There is opportunity to significantly impact the organization's services.

Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling; some stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally, the job requires 60% sitting, 20% walking, and 20% standing. This job is performed in a generally clean and healthy environment.

Clearances

Criminal Justice Fingerprint/Background Clearance