

WAYNE COUNTY REGIONAL EDUCATIONAL SERVICE AGENCY

POSITION DESCRIPTION

POSITION TITLE: Student Application Business Analyst

PAY SCHEDULE: WCSSF Salary Schedule – Schedule F

SUPERSEDES: Student Application Consultant

REVISION DATE: 12/4/2025

BROAD FUNCTION:

Provide analysis, training, implementation, and leadership services to the users of the student-based information systems supported by the Information Technology Consortium.

DUTIES & RESPONSIBILITIES:

- Provide analysis, training, coordination, monitoring, and problem-solving services to users of information systems provided by the Information Technology Consortium.
- Recommend, design, and implement solutions for functional, technical, service, or process issues.
- Determine district needs, assisting them in automating new features and functions as needed.
- Act as a liaison between end-users and the Information Technology Solutions department.
- Maintain knowledge of legal mandates, including reporting requirements, related to assigned focus areas.
- Coordinate the team to make all Federal, State, and County reporting changes and ensure submission.
- Test and implement all program changes in student information systems.
- Review, organize, and recommend system changes and enhancements; and write program specifications.
- Review systems changes and enhancements after implementation to ensure compliance with specifications.
- Develop and conduct regular end-user training, client-user meetings, and seminar sessions.
- Assist districts in the preparation of specialized reports using reporting tools as needed.
- Prepare and maintain end-user documentation and operational procedures on existing and new applications and products.
- Market and demonstrate the student information systems to potential clients.
- Regular and predictable attendance.
- Perform other duties as assigned.

RELATIONSHIPS & CONTACTS:

INTERNAL

- Frequent contact with Wayne RESA personnel
- Moderate involvement with internal committees and other staff on joint projects and team efforts

EXTERNAL

- Frequent district contact with building-level staff, counselors, principals, and assistants; occasionally, superintendents
- Moderate contact with Federal, State, and County agencies
- Moderate contact with vendors, other principals, and counselors nationwide

SUPERVISION RECEIVED:

Executive Director – IT & Pupil Accounting or designee

SUPERVISION EXERCISED:

None

QUALIFICATIONS:Education

- Bachelor's Degree or six (6) years of related experience is required.

Experience Required

- Minimum of three (3) years of experience working in software support and development of multi-level integrated applications.
- Demonstrated experience in the use of databases to structure information.
- Demonstrated experience in customer service with an emphasis on problem-solving.
- Demonstrated experience in developing and providing individual and group training.
- Demonstrated ability to meet stringent timelines.

Special Skills and Training Required

- Demonstrated consultation, training, group facilitation, and process skills.
- Demonstrated verbal and written communication skills.
- Demonstrated skill working with diverse populations.
- Proficiency in using the Microsoft Windows desktop operating system and Windows-based software.

USE OF THIS POSITION DESCRIPTION:

This position description is not intended and should not be construed to be an exhaustive list of all the duties, responsibilities, skills, efforts, or special conditions associated with this position.

Date of Position Creation: 8/1/2017