

West Chicago Elementary School District 33

Title:	<i>System Analyst</i>
Classification:	<i>Support Staff</i>
Supervisor:	<i>Director of Technology</i>
FLSA Status:	<i>Non-Exempt</i>
Work Calendar:	<i>12-Months</i>



SUMMARY:

The school district System Analyst insures the integrity for the school district's data and functions as the main analyst and report writer of this data. The person in this position will make the data accessible and user friendly so it may be used to support the District's strategic goals.

ESSENTIAL JOB FUNCTIONS:

1. Manages all aspects of local information systems, including, but not limited to, e-school Plus (SIS), Destiny (LLC), SchoolPace (American Reading Company), Read 180, Performance PLUS and AIMSWeb data.
2. Coordinates and administers the transfer of data to and from the ISBE Student Information System.
3. Responds to all Student Information System-related requests from ISBE, district departments and other State and Federal reporting requirements.
4. Responds to requests for data from district personnel and outside districts and agencies in a timely and appropriate manner.
5. Provides training and professional development for information system users.
6. Facilitates the transfer of data between systems.
7. Reads, interprets and follows appropriate protocol for data reporting.
8. Identifies and resolves any data issues resulting within the district data systems by following standardized practices and/or methods.
9. Increases professional and technical knowledge by attending trainings established by the District and/or department.
10. Performs such other tasks and assumes such other responsibilities as may be assigned from time to time.

EDUCATION, CERTIFICATION, QUALIFICATIONS PROFILE:

- Bachelor's degree in a related field preferred but not required.
- Two years post-secondary education in computer information systems, related field or equivalent.
- Extensive knowledge of computer software and hardware.
- Ability to troubleshoot problems with software and hardware
- Previous experience with educational applications.
- Valid driver's license and ability to provide own transportation
- Such alternatives to the above qualifications as the Board finds appropriate and acceptable.

SKILLS, KNOWLEDGE, ABILITIES:

- Ability to travel to District locations to complete performance responsibilities.
- Ability to establish and maintain cooperative working relationships with others in the course of the workday.
- Ability to implement sound practices in hardware and software troubleshooting, maintenance and repair.

- Ability to problem-solve and prioritize user questions and needs.
- Ability to work independently, stay on-task, multi-task and take responsibility to complete assigned projects in a timely and efficient manner.
- Ability to communicate effectively with parents, students, teachers, administration and community members.
- Ability to use email and office equipment effectively.
- Ability to read, write and speak English sufficient to communicate with staff and supervisors.
- Ability to add, subtract, multiply and divide, and perform basic arithmetic operations as needed.
- Ability to work with a diverse group of individuals and is sensitive to individual differences.
- Ability to maintain confidentiality of information regarding students, employees and others.
- Ability to maintain composure in stressful situations and adapt in response to changing conditions.
- Ability to report work orally or in writing to supervisor as required.
- Ability to carry out instructions furnished in written or oral form.

TRAVEL REQUIREMENT:

Travel between schools, across district may be required.

EVALUATION

The position will be evaluated at least once annually, by the last employment day in April by the Director of Technology.

WORK ENVIRONMENT:

- Indoor classrooms/school exposure to: student noise, work in standard school building environment.
- Outdoor schoolyard and grounds, field trips: exposure to temperatures (hot, warm, cool & Cold).

PHYSICAL JOB REQUIREMENTS: Indicate according to essential duties/responsibilities				
Employee is Required to:	Never	1-33% Occasionally	34-66% Frequently	66-100% Continuously
Stand			X	
Walk			X	
Sit			X	
Use hands dexterously (use fingers to handle, feel)				X
Reach with hands and arms				X
Climb or balance			X	
Stoop/kneel/crouch/crawl			X	
Talk or hear				X
Smell				X
Physical (Lift & Carry):				
Up to 10 pounds		X		
Up to 25 pounds		X		
Up to 50 pounds		X		
Up to 75 pounds				
Up to 100 pounds				
More than 100 pounds				

ADOPTED: November 17, 1988
REVISED: July 16, 1998
December 18, 2008
October 17, 2019