



**Youngstown City School District**  
**Job Description**

**Position:** Programmer / Analyst

**Reports to:**

**Category:**

**Salary Range:** Per Salary Schedule

**Schedule:** 260 days

**Summary**

The job of Computer Analyst is done for the purpose(s) to support the district's Student Information System as it is integral to the use of student, parent and employee permissions and data. This position is responsible for ensuring accurate data and account information across the district. This role supports the district through creation and maintenance of scheduling, school calendars, courses and testing files. This position will work closely with Teaching and Learning staff, EMIS coordinator, and the Data and Technology departments to ensure efficient operations within our SIS and connected software.

**Essential Duties and Responsibilities**

- District representative who makes changes for contacts and roles in the Ohio Educational Directory System
- Create and maintain various forms of student and staff account information for software programs:
  - Create and maintain user email addresses (Staff, student teachers, adult education students) in both SIS/DASL and GradeBook
  - Create and maintain district Distribution Groups and documentation
  - Assign security roles and privileges to users who will use SIS/DASL and/or GradeBook
  - Beginning of year setups in SIS/DASL, GradeBook, School Year initialization
  - SIS/DASL "Memberships" code creation
- Serve as district representative to the Information Technology Center (ACCESS).
- Process "Student Promotion / Bulk Enrollment"
- Responsible for preparing and processing the midyear, final, and beginning-of-school year transcripts for the district.
- Create end-of-year reports
- Apply formatting changes to report cards, interim progress reports, and transcripts due to changes or new testing
- Coordinate with various departments to maintain all course information for all buildings
- Work with the principals and assistant principals during all aspects of scheduling.
  - Instructing on how to enter course requests/hand schedule/bulk assign students
  - Assist users in working with a master schedules and maintaining that information in the student software
  - Having open scheduling work sessions
- Work with MCCTC and the Upward Bound program, maintaining the Youngstown students in these programs, and preparing transcripts for them.
- Create Parent Access files, documentation and assign point-of-contact security.

- EMIS responsibility of maintaining the setups and details for building calendar information in SIS/DASL.
  - Must submit the calendar information, via the SIFWorks Data Collector, and use the EMIS Cross-Check system as an additional error-checking tool
- Assist the Testing & Assessment coordinator in creating various testing files
- Marking Pattern Mapping (Done during the summer before the beginning of the school year)
- Creates files and works with outside vendors
- Assist in processing requests for Public Records as applicable.
- Supports training of staff on student software and creates training documents as necessary.
- Answers Let's Talk help tickets.

#### ♣ **Knowledge and Skills**

The position requires knowledge and proficiency in our Student Information Systems including DASL, GradeBook/ProgressBook, Harmony, OEDS, Excel and others. The position requires specific skill-based competencies required to satisfactorily perform the functions of the job including operating standard office equipment, utilizing pertinent software applications; planning and managing multiple projects; preparing and maintaining accurate records; and training.

#### ♣ **Abilities**

This position will require a high level of attention to detail around individual data sets and scheduling. Specific ability-based competencies required to satisfactorily perform the functions of the job include adapting to changing work priorities; dealing with frequent and sustained interruptions; developing and maintaining positive working relationships; facilitating communication between persons with divergent positions; implementing change; maintaining confidentiality; meeting deadlines and schedules; providing direction and leadership; setting priorities; and decision making. Independent problem solving is required to analyze issues and create action plans. Problem solving with data frequently requires independent interpretation of guidelines; and problem solving with software is significant.

#### ♣ **Education and Experience**

Bachelor's Degree minimum. Education in Information Technology or Related Field, or Experience with Student Information Systems, Transcript and School Scheduling Software preferred

#### ♣ **Licenses and Certificates**

#### ♣ **Working Conditions**

Exposure to the following situations may range from remote to frequent based on circumstances and factors that may not be predictable.

- Duties may require bending, crouching, kneeling, reaching, and standing.
- Duties may require lifting, carrying, and moving work-related supplies/equipment.
- Duties may require operating and/or riding in a vehicle.
- Duties may require traveling to meetings and work assignments.
- Duties may require prolonged use of a computer keyboard and monitor.
- Duties may require working under time constraints to meet deadlines.

**This job/class description, describes the general nature of the work performed, representative duties as well as the typical qualifications needed for acceptable performance. It is not intended to be a complete list of all responsibilities, duties, work steps and skills required of the job.**

**The Youngstown City School District is an equal opportunity employer offering employment without regard to race, color, religion, gender, national origin, age, or disability. This job description summary does not imply that these are the only duties to be performed. This job description is subject to change in response to funding variables, emerging technologies, improved operating procedures, productivity factors, and unforeseen events.**