

SCHOOL DISTRICT OF SARASOTA COUNTY

JOB DESCRIPTION

[BUSINESS] SYSTEMS ANALYST

SALARY SCHEDULE: ADMINISTRATIVE – F

COST CENTER: [INFORMATION SERVICES SCHOOL SUPPORT (9018)] RESEARCH, ACCOUNTABILITY AND EVALUATION (9015)

QUALIFICATIONS:

- (1) Bachelor's Degree from an accredited college or university in Computer Science or business area or a
- (2) Minimum of [two (2)] five (5) years systems analysis experience in a complex data processing environment.
- (3) [Experience working within a Windows NT network.] Demonstrated ability and experience in writing advanced SQL queries.
- (4) Experience with one or more of the following: Visual Basic, JAVA, DHTML and Microsoft SQL Server [7.0].
- (5) Minimum of three (3) years experience using statistical tools and applications, such as SPSS, SSAS, or Matlab to compile data and perform statistical analysis.
- (6) Significant experience may supplant the degree requirement.

KNOWLEDGE, SKILLS AND ABILITIES:

Ability to meet and deal professionally with District personnel and information services staff. Ability to plan, schedule and administer computer software solutions within District guidelines and directives. Solid understanding of data modeling techniques and patterns. Disciplined and well-organized team player able to work with minimal direction. Ability to work comfortably with MS Excel, Word and PowerPoint [Access]. Ability to communicate effectively, both orally and in writing.

REPORTS TO:

[School Applications Support Supervisor] Supervisor, Research, Accountability and Evaluation

JOB GOAL

[To develop and implement distributed client / server systems in support of District requirements.] Support the district's efforts in the development of systems and processes that support and improve performance and accountability, relevant to local, state and federal regulations, school board policies and collective bargaining agreements.

SUPERVISES:

N/A

PERFORMANCE RESPONSIBILITIES:

- * (1) [Provide systems analysis, design, coding, testing, training and documentation of client / server applications.] Train and supervise additional data management /analytic staff/ assessment staff on analytic procedures and data management, teacher evaluation and state accountability.
- * (2) [Maintain and support existing systems.] Interpret student and teacher accountability data, provide disaggregated data and provide training in using data for instructional decision-making and teacher accountability.

[BUSINESS] SYSTEMS ANALYST (Continued)

- * (3) [Ensure the quality of systems and programs and support and recover systems.] Assist in the development and implementation of the Instructional Improvement System in compliance with the Florida statute requirements.
- * (4) Consult with customers to define and implement enhancements to existing systems to satisfy changing requirements.
- * (5) Evaluate Department of Education (DOE) requirement changes to determine impact on existing systems.
- * (6) [Present new systems and changes to existing systems to the structured walk-through committee of information services for evaluating the system.]
- * (7) Work with selected software vendors in the development of systems or changes to systems to meet the needs of customers.
- * (8) Ensure that all systems development adheres to installation standards.
- * (9) Coordinate with operations and other network personnel on all new systems and changes to existing production applications.
- * (10) Maintain and update skills to keep abreast of changes in DOE requirements.
- * (11) Provide written and oral reports of activities to management and customers.
- * (12) Communicate effectively with staff, customers and vendors.
- * (13) Keep supervisor informed of potential problems or unusual events.
- * (14) Respond to inquiries and concerns in a timely manner.
- * (15) Demonstrate initiative in the performance of assigned responsibilities.
- * (16) Provide for a safe and secure workplace.
- * (17) Model and maintain high ethical standards.
- * (18) Follow attendance, punctuality and proper dress rules.
- * (19) Maintain confidentiality regarding school matters.
- * (20) Participate in workshops and training sessions as required.
- * (21) Prepare all required reports and maintain all appropriate records.
- * (22) Follow all School Board policies, rules and regulations.
- * (23) Exhibit interpersonal skills to work as an effective team member.
- * (24) Demonstrate support for the School District and its goals and priorities.
- * (25) Every Sarasota County Schools employee has emergency response responsibilities, though not every position will require routine assignments during an emergency event. All employees are subject to recall around the clock for emergency response operations, which may require irregular work hours, work at locations other than the normal work location, and may include duties other than those specified in the employee's official job description. Assignments in support of emergency operations may be extensive in nature, with little advance notice, and may require employees to relocate to emergency sites with physically and operationally challenging conditions.
- (26) Perform other incidental tasks consistent with the goals and objectives of this position.

PHYSICAL REQUIREMENTS:

Light Work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force as frequently as needed to move objects.

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the District's approved compensation plan.
Length of the work year and hours of employment shall be those established by the District.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

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[BUSINESS] SYSTEMS ANALYST (Continued)

*Essential Performance Responsibilities