

KENT INTERMEDIATE SCHOOL DISTRICT POSITION DESCRIPTION

Title: Application Systems Analyst
Classification: Professional
Reports To: Director of Technology Partner Services
Terms of Employment: Two-hundred & sixty-day (260) contract subject to all rules and regulations covering Professional personnel.

General Statement of Duties

The Business Systems Analyst is responsible for helping Kent ISD and its partner districts gather, organize, and analyze educational data to improve systems and student outcomes. This work includes building/refining data sets for ingestion into data reporting and analysis tools, as well as creating data visualizations and business intelligence reports.

Duties and Responsibilities

- Assist partner districts organize, clean, and load datasets into the Our School Data platform.
- Assist partner districts in troubleshooting and remediating data issues that impact the loading and reporting of student performance.
- Design new data visualization using tools such as SQL Reporting Services, Power BI and Tableau.
- Design extensions to Our School Data that allow for improved data collection and reporting functionality.
- Assist student services and MiPSE teams with special education data sets.
- Complete unit, function, and system testing as needed.
- Troubleshoot systems if outages occur.
- Manage system documentation for disaster recovery purposes.
- Work as directed and under minimum supervision.
- Ability to travel to partner districts across the State.
- After hours support for testing and troubleshooting as needed.

Required Qualifications

- Bachelor's degree in Information Systems, Information Technology or related field.
- Minimum of three years of working in Information Technology in an educational environment.
- Knowledge of education data system such as student information and assessment systems.
- Ability to communicate effectively (written, graphically and verbal).

- Demonstrated ability to collect, analyze, process, manipulate and organize the information necessary to make informed decisions.
- Ability to perform project management, data validation and related duties as assigned with minimal supervision.
- Ability to manage multiple assignments with competing priorities with attention to details.
- Ability to perform the requirements of the job while maintaining confidentiality (FERPA).
- Understanding of ETL programming.
- Understanding of relational and dimensional data models.
- Experience with data reporting tools such as SSRS, Excel, Power BI and Tableau.

SCHEDULE & SALARY

- Schedule: Full-time, full year position (260 days, 40 hours per week)
- Salary: Grade 5

WORKING CONDITIONS:

- Normal office environment with the opportunity for some remote work. Preceding information is intended to convey information essential to making fair pay decisions about the job, and are not exhaustive lists of the skills, efforts, duties, responsibilities or working conditions associated with it.
- Kent Intermediate School District does not discriminate on the basis of race, color, national origin, sex (including sexual orientation or transgender identity), disability, age (except as authorized by law), religion, military status, ancestry, or genetic information (collectively, "Protected Classes") in its educational programs or activities, including employment opportunities.