

Fairfield Public Schools

Fairfield, Connecticut

Notice of Available Position

- POSITION:** Instructional Technology Data Analyst
- RESPONSIBLE TO:** Manager, Information Technology
- JOB DESCRIPTION:** The Instructional Technology Data Analyst has overall responsibility for the day to day management of the student management system and other database systems.
- QUALIFICATIONS:** Bachelor's degree in a related field of study of equivalent work experience. Three years working in system or database administration. Certification in Microsoft Office; Microsoft 365 and Google Apps desired. Solid written and exceptional oral communication skills, interpersonal, analytical, troubleshooting, decision making, multi-tasking, problem-solving, organizational, customer service and time management skills required. Operating knowledge of and experience with personal computers, office productivity software, report writing software and basic office equipment. Experience with ticket based work order processes and remote access software. Advanced abilities in the use of Microsoft Excel, MS SQL, Data integration and extraction techniques.
- SALARY:** \$78,886.00 per year - 40 hours per week– 12 month position.
- FILING DATE:** July 1, 2015
- CREDENTIALS REQUIRED:** Complete an application online at www.fairfieldschools.org

Interviewees will be required to complete a performance assessment.