FAIRFIELD PUBLIC SCHOOLS

Title: Instructional Technology Data Analyst

Job Purpose Statement: The Data Analyst has overall responsibility for the day to day management of the student management system and other database systems.

Supervision Received: Receives general supervision from the Manager, Information Technology, performs tasks independently within work assignment. Interacts with the Application Integration Specialist, and Application Technical Support Specialist.

Supervision Exercised: None

Essential Job Functions:
Provides day-to-day support of the student management and other database end users inclusive of parents, students, staff and administration.

Utilizes system reporting tools to identify data integrity issues and address same.

Enrolls users and maintains system security

Uses query and reporting tools such as SQL query statements in support of district initiatives and end users

Develops training by creating procedural documentation, or extracting relevant change notifications and communicates same to the user community.

Provides user one on one training on site or remotely, and instructional training for groups.

Identifies, removes/corrects erroneous data from the system. Distributes error reports to staff for correction.

Offers guidance to users on established policies and procedures for entering data into SIS and other database systems

Writes and maintain SQL statements.

Writes and maintain ad-hoc queries

Assists in the development and testing of Tableau and other data visualization

Incidental Job Functions
The Central Office Administration or Manager, Information Technology may assign specific duties and responsibilities from time to time as the need arises.

Knowledge, Skills and Abilities

• Excellent knowledge of Microsoft Office, Office 365 and Google Apps
• Excellent knowledge of multiple Operating systems, in particular those supporting mobile devices
• Knowledge of student management system database design
• Excellent communication and writing skills
• Expertise or certification in SQL query language; Microsoft Excel

Minimum Qualifications Required: A Bachelor's degree in a related field of study or 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.

Physical Exertion/Environmental Conditions: Regular, intermittent exposure to computer screens Some degree of stress in dealing with staff members, the public and confidential information. While performing the duties of this job, the employee is regularly required to sit and talk or hear. The employee is occasionally required to stand, walk, and operate a computer and reach with hands and arms. The employee must occasionally lift and/or move up to 25 pounds, such as reports or computers. Specific vision abilities required by this job include close vision and depth perception. Regular attendance is required to successfully perform the duties of this position.

Bulletin
The job of Instructional Technology Data Analyst requires a person who is dedicated to educational success for all students and staff. It requires someone who is eager to work in a fast-paced environment and be committed to becoming a change-maker.

5/2015 LB