



Elgin Independent School District Job Description

<u>Job Title</u> Systems Analyst		<u>Dept./School</u> Technology	<u>Reports to</u> Chief Technology Officer
<u>Pay Grade:</u> AP 5	<u>Days:</u> 226 Days	<u>FLSA Status</u> Exempt	<u>Date Revised</u> February 2025

Primary Purpose:

Provide application design, business process improvement, system testing, training, documentation, report development, integrations, data clean-up, and data and systems analysis for student data management systems and applications.
Provide expertise and project management for district student applications and technology decisions.

Qualifications:**Education/Certification:**

Bachelor's degree in Computer Science or a related field preferred
Certifications in ITILv4, PMP, or Microsoft Technology Stack preferred

Special Knowledge/Skills:

- Knowledge and experience supporting K12 student information systems (SIS) and student applications
- Knowledge and experience with Texas Education Agency (TEA) student accounting requirements and PEIMS and TSDS data standards
- Strong technical skills. Applications development experience, along with experience integrating data across various platforms
- Knowledge and experience with Systems Development Life Cycle (SDLC) and Agile methodologies Knowledge of database management tools and activities
- Skill in business process, system, and data analysis
- Skill in application, security, and workflow administration for enterprise applications Skill in the use of complex report writing tools (Crystal, Jasper, SSRS)
- Skill in data integrations, conversions, and clean-up
- Excellent interpersonal, verbal and written communications skills Ability to develop and maintain effective working relationships

- Ability to handle multiple and changing priorities efficiently and effectively

Experience:

Five years of experience as a Systems Analyst/Developer supporting K12 SIS and student data reporting preferred

Major Responsibilities and Duties:

1. Implement and maintain student information systems and third-party applications and provide specialized expertise and support to ensure those applications meet the instructional, operational, and informational needs of the district.
2. Evaluate the functionality of student applications, enterprise resource planning applications, and recommend solutions that meet business needs.
3. Exercise superior communication skills to present effectively to diverse audiences; participate in and/or moderate working meetings.
4. Coordinate operational tasks, projects, and software implementations by creating and executing project work plans and specifications, conducting and documenting meetings, and performing needs assessments.
5. Manage, identify, and resolve issues, communicate status and milestone reporting, coordinate application development activities, and transition users into new and upgraded applications. Conduct post-activity examinations of processes and projects to determine opportunities for improvement.
6. Assist with the PEIMS data collection, verification, and reporting, including but not limited to creating/updating reports and merging data from multiple data sources.
7. Develop and define strategies for leveraging information through data warehousing and data mining technologies Import and export data from district information systems and third-party software as needed.
8. Create or develop queries and reports using reporting tools.
9. Determine security concerns for data when involved with entry, reporting, or extraction of data and apply appropriate security measures with the processes.
10. Develop procedures and perform user level acceptance, data migration, and data conversion testing.
11. Test patches, upgrades, new releases, and reports before approving migration to the production environment Provide post-production support for all deployed modules and third-party applications.
12. Work with developers and vendors to troubleshoot and resolve application issues and ensure optimum performance.
13. Develop and maintain application, data, and system documentation Develop and deliver end-user training for appropriate application modules.
14. Demonstrates a strong customer service orientation and a desire to help others.



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15. Establish and maintain a high level of customer trust and confidence in the team's knowledge of and concern for educational and business needs.
16. Perform R&D, remain knowledgeable of emerging trends in technology, and keep abreast of innovative practices. Attain and keep current, relevant technology certifications.
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18. Follow all rules, regulations and policies of Elgin ISD and follow directives from the supervisor.
19. Follow attendance policy as assigned by the supervisor.
20. Perform special projects after-hours support and upgrades, and other duties as assigned.

Mental Demands:

Ability to communicate effectively (verbal and written); interpret policy, procedures, and data; coordinate district functions; maintain emotional control under stress.

Physical Demands/Environmental Factors:

Frequent district wide travel; occasional prolonged and irregular hours. Work with frequent interruptions. Frequent standing, stooping, bending, kneeling, pushing and pulling. Prolonged use of computer and repetitive hand motions. Occasional lifting up to 20 pounds.

Working Conditions:

Mental Demands:

- Communicate effectively (verbal and written)
- Interpret policies, procedures, and data
- Maintain emotional control under stress
- Ability to work with numbers in an accurate and rapid manner
- Ability to maintain accurate and auditable records

This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.