



**JOB DESCRIPTION**  
Student Information Analyst

<b>DIVISION:</b> Office of Performance & Information Technology (PIT)	<b>GRADE:</b> 130
<b>DEPARTMENT:</b> Data & Information Group	<b>WORK DAYS:</b> Annual
<b>REPORTS TO:</b> Director (Student Information and Applications)	<b>FLSA STATUS:</b> Exempt
<b>CLASSIFICATION:</b> Classified	<b>DATE:</b> 3/30/2021

**Our Mission:** Through a caring culture of equity, trust, and collaboration, every student will graduate ready for college, career, and life.

**Our Vision:** A high-performing school district where students love to learn, educators inspire, families engage, and the community trusts the system.

**Our Guiding Principles:** **Equity** in our approach to decision making, **Ethics** to demonstrate our integrity, **Engagement** with our school community, and **Excellence** in everything we do.

**POSITION SUMMARY**

The Student Information Analyst will be responsible developing holistic training, enhancement and implementation plans for the Student Information System (SIS), scheduling and state reporting. Collects and reviews Student Information System enhancement requests, conducts discovery meetings and analyzes alternative solutions. Prepares and provides training and materials on the SIS, state reporting and scheduling using a variety of platforms to include but not limited to manuals, online training modules and face-to-face presentations. Serves as escalation support for schools by supporting school-facing peers in the areas of the Student Information System, state reporting and scheduling.

**MINIMUM REQUIREMENTS**

**EDUCATION:**

- Bachelor's Degree in Education, Technology or related field required.
- One year equivalent work experience, above minimum requirement, may be substituted for education.

**CERTIFICATION/LICENSE:**

- N/A

**WORK EXPERIENCE:**

- 3 years of experience administering Student Information Systems in either the K-12 or higher education environment.
- Experience training adults is preferred but not required.

**KNOWLEDGE, SKILLS & ABILITIES**

- Ability to work effectively in an environment where multiple technology infrastructures are utilized.



- Strong consulting and time management skills.
- Good negotiation skills and experience with stakeholder management.
- Strong interdisciplinary, intercultural influence, and networking skills.
- Ability to solve complex problems.
- Knowledge of master scheduling.
- High level of proficiency with course authoring software, learning management systems (specifically Moodle, Blackboard and SharePoint), content management, graphic editing software, storyboarding, multimedia, and other appropriate teaching/learning technologies.
- Proficiency of Microsoft Office suite software.
- Ability to be flexible and adapt as needed between in-person environments.

### **ESSENTIAL DUTIES**

- Understands the Student Information System capabilities and impact of upgrades and new features to end users.
- Reviews Student Information System enhancement requests and analyzes alternative solutions. Presents findings to Director of Student Information and Applications for approval.
- Prepares and provides training for end users on the Student Information System, state and federal reporting, and scheduling using a variety of platforms to include but not limited to manuals, online training and face-to-face presentations.
- Provides reference materials for end users by writing and maintaining documentation and publishing an easy to access platform/location.
- Serves as support for school-facing peers in the areas of the Student Information System, state reporting and master scheduling.
- Maintains professional and technical knowledge by attending educational workshops and liaising with neighboring counties on current and best practices.
- Serves as subject matter expert for state and federal reporting requirements that involve SIS.
- Engages with Central Office and school-based program owners to understand how their programs work as well as how the Student Information System can best be used to record needed data for future state, federal or local reporting.
- Required to have prompt, regular attendance in-person and be available to work on-site, in-person during regular business hours and as needed.
- Performs other duties as assigned by an appropriate administrator or their representative.

### **PHYSICAL ABILITIES AND WORKING CONDITIONS**

The physical abilities, working conditions and other conditions of employment listed in this document are representative of, but are not intended to provide an exhaustive list of the requirements for positions in this classification. In the event of an emergency or situation requiring guidance from Federal, State, or local or school district authorities, the requirements of this position may change temporarily or for the school year to best serve the needs of our students.

**Vision:** Ability to read small print and view a computer screen for prolonged periods.

**Hearing:** Ability to tolerate exposure to noisy conditions.

**Speech:** Ability to be understood in face-to-face communications, to speak with a level of proficiency and volume to be understood over a telephone or computer.



**Upper Body Mobility:** Ability to use hands to grasp, and manipulate small objects; manipulate fingers, twist and bend at wrist and elbow; extend arms to reach outward and upward; use hands and arms to lift objects; turn, raise, and lower head.

**Strength:** Ability to lift, push, pull and/or carry objects which weigh as much as 5 or more pounds on a frequent basis. Incumbent may be required to physically restrain parties involved in a conflict.

**Environmental Requirements:** Ability to encounter constant work interruptions; work cooperatively with others; work independently; work indoors.

**Mental Requirements:** Ability to read, write, understand, interpret and apply information at a moderately complex level essential for successful job performance; math skills at a high school proficiency level; judgement and the ability to process information quickly; learn quickly and follow verbal procedures and standards; give verbal instruction; rank tasks in order of importance; copy, compare, compile and coordinate information and records. Understand how to manage stress.

**Remote Work Requirements:**

**Additional Work Conditions & Physical Abilities:** Ability to be flexible and adapt as needed between various in-person working environments.

*The Atlanta Public School System does not discriminate on the basis of race, color, religion, sex, citizenship, ethnic or national origin, age, disability, medical status, military status, veteran status, marital status, sexual orientation, gender identity or expression, genetic information, ancestry, or any legally protected status in any of its employment practices, educational programs, services or activities. Reasonable accommodations may be made to enable individuals with disabilities to perform essential duties.*

*This job description is intended to accurately reflect the duties, responsibilities and requirements of the position. It is not intended to be and should not be construed as an all-inclusive list of all the responsibilities, skills, or working conditions associated with the position. Management and administration reserves the right to modify, add, or remove duties and assign other duties as necessary.*