

## LEMON GROVE SCHOOL DISTRICT

**CLASS TITLE: TECHNOLOGY SYSTEMS/DATABASE ANALYST**

**DEFINITION:**

Under the direction of Chief Technology Officer, support the ongoing design, implementation and maintenance of various administrative and instructional applications and databases; design interface modules for database and web-based Internet and Intranet applications; act as a resource to school site and District office personnel to assist them with appropriate software application and integration.

**JOB RELATIONSHIPS:**

Supervised by Chief Technology Officer, works cooperatively with technology staff, school site and District staff.

**ESSENTIAL DUTIES:**

Perform a variety of responsible duties in support of an assigned program or function.

Serve as the District's database administrator and provide appropriate server support, front-end integration and database interfaces.

Provide support for the District's student information system.

Provide direct support in converting manual processes to modern automated processes.

Compile information from various sources for inclusion in departmental, Districtwide, county, state and federal records and reports (CSIS, R30, CELDT, etc.).

Test proposed new systems for overall suitability.

Assist with file conversions, import and export as new systems are implemented.

Implement SIF (System Interoperability Framework) to allow related systems to communicate changes seamlessly.

Develop, implement and maintain instructional and/or administrative software applications including the creation of object reports, active Directory scripting and Java.

Schedule, plan, staff and manage processes required for periodic system updates, including but not limited to the school year, trimester grading, year-end backup and system roll-over.

Manage data security and integrity and certify accurate data exchanges to external and internal agencies.

Provide parent portal support for improved home to school communication.

Convert submitted materials to web document or database systems.

Create and monitor user surveys and questionnaires.

Make changes to system configuration and menus to add new features to the system.

**NON-ESSENTIAL DUTIES:**

Perform other duties as assigned.

**KNOWLEDGE OF:**

Modern office practices, procedures and equipment

Correct English usage, spelling, grammar and punctuation

Oral and written communication skills

Thorough (expert) knowledge of word processing, database, spreadsheet, and desktop publishing techniques and application installation in complex network environments

Knowledge of customer service practices and principles

Knowledge of common configuration and troubleshoot techniques

Knowledge of systems interface design

Knowledge of system implementation and evaluation

Database design and computer programming

Ability to effectively communicate with all levels of staff

Knowledge of the practice, procedures, resources and applications on the Internet

HTML (Hyper Text Mark-up Language) and/or other adopted web authoring tools

Windows operation environments

Online text based and graphical interfaces

**ABILITY TO:**

Use and support mission critical, Districtwide applications

Communicate effectively both orally and in writing

Troubleshoot, analyze and resolve problems

Construct and create links on homepage and manage and maintain system

Add and/or delete information on network storage devices

Create and modify SQL Databases

Edit web pages, and other forms of electronic information

Work with a variety of computers and peripherals

Compose data and supporting materials

Establish effective working relationships with technical staff, school site and District Office staff

Read and understand technical writing and high-level technical dialog

**EDUCATION:**

Any combination of education equivalent to graduation from high school, supplemented by successful completion of recognized training including but not limited to; database design and computer programming; systems interface design; configuration and troubleshooting techniques; Internet application; Windows operating environments; and database design and modification.

**EXPERIENCE:**

Three or more years of successful work experience developing and maintaining higher-level administrative or instructional software, web and homepage development, Windows operating systems, online text-based and graphical interfaces, configuring and installing microcomputer equipment applications and peripherals in a LAN/WAN network environment.

**LICENSES AND OTHER REQUIREMENTS:**

Valid California driver's license

Department of Justice fingerprint clearance pre-employment

Post offer of employment physical examination and drug screening clearance

**Technology Systems/Database Analyst**

Current X-ray or tuberculin skin test clearance pre-employment and every four years thereafter

**WORK ENVIRONMENT:**

Office and school environments

Work hours may vary to allow computer configurations when users are not on the system

Some noise and temperature variations from computer equipment and adjacent office

Travel to various work locations

**PHYSICAL DEMANDS:**

Sitting or standing for extended periods of time

Dexterity of hands and fingers to operate a computer keyboard for extended periods of time

Hearing and speaking to exchange information and make presentations

Seeing to read and write reports

Lifting and carry objects (10-25 pounds)

**Board approved:**