

## Medford SD 549C Job Description

The Medford School District is a premier school district that inspires remarkable achievement, and empowers students to succeed and contribute in a changing world.

**Job Title:** Applications and Data Analyst  
**Classification:** Classified  
**Supervisor:** CIO/CTO  
**FLSA Status:** Exempt

**Summary:** The Applications and Data Analyst is responsible for the coordination, support of new and existing systems by working with users to understand processes, determine requirements, design changes, modification, testing and other implementation related tasks. The Analyst works with users and other stakeholders to develop queries, reports, and dashboards used to summarize and leverage data in the systems. The Analyst manages all aspects of report development life cycle including assessment, initiation, development, testing, production and end use overseeing the delivery and impact of all application enhancement, maintenance, data administration and database function. The Analyst works to provide required data and support processes to extract information from systems to meet state and federal regulatory requirements.

### Essential Duties and Responsibilities:

- Create accurate, consistent and timely reporting by extracting information from various applications and systems, manipulate data, and develop user-friendly final outputs.
- Leverage tools to deliver actionable insights, identify critical metrics and develop and/or automate reports in the most effective medium.
- Proactively analyze financial, production, productivity, performance, and other data to answer key questions.
- Identify and investigate reporting processes that are inefficient, identifying reporting automation opportunities, implementing streamlined reporting processes, and ensuring data integrity via validation to achieve measurable gains in data quality and report development time frames.
- Serve as a team member on projects to create new reports, data solutions, and software applications based on self-derived insights or business needs (i.e. gather requirements, document processes, and complete implementation tasks.)
- Address all aspects of the system development life cycle including, assessment, initiation, development, testing, production, and end user adoption.
- Analyze the structure, content, and quality of data and develop and maintain protocols for handling, processing, and cleansing data.
- Produce management briefs/summaries, technical documentation, standard operating procedures, training content, etc. and provide technical assistance and/or training in the areas of system usage, data analysis and report development.
- Analyze, plan, coordinate, and direct computer-related activities by determining technology needs of the District and making hardware and software recommendations to meet those needs.
- Support the systems with investigating issues, resolving problems, and performing maintenance, including regular software upgrades.

- Coordinate with 3rd party organizations to develop, test, implement, and support interfaces to district systems.
- Follow standard software development life cycle when creating and implementing new applications and solutions.
- Support and have knowledge of student information, HR, financial systems, and related processes.
- Work with individuals across the district, including staff, students, and family members who utilize the systems, as well as system vendors.
- Assist in optimizing solutions to be as cost effective as possible.
- Promote the District-wide use of software applications and data solutions to drive organizational transformation activities.
- Make recommendations for application modifications.
- Maintain current, up-to-date knowledge of software development issues, trends and tools.
- Act as a technical resource with regard to application and database issues.
- Maintain competency in all position responsibilities.
- Comply with all safety and work rules, policies and procedures.
- Be responsible for proper utilization, operation and maintenance of all department resources.
- Participate in ad-hoc and scheduled end-user training activities.
- Provide support to other positions as needed.
- Assume additional responsibilities as appropriate with little or no supervision.
- Lead or complete other related special projects or assignments, as required.

**Marginal Duties and Responsibilities:**

- Other related duties as assigned.

**Supervisory Responsibilities:**

- All employees of the Medford School District have responsibility for supervising students and assisting in maintaining a safe environment.

**Qualifications:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Education and/or Experience** Bachelor's degree (B.A/B.S.) from four-year college or university and 4-6 years' related experience and/or training or equivalent combination of education and experience.

**Interpersonal Skills:** Ability to interact appropriately with teachers, staff, members of the community and students while maintaining confidentiality. Ability to articulate technical concepts and solutions to a diverse range of users. Have a high tolerance for uncertainty but know how to bring things to resolution. Experience developing and providing effective training to colleagues. Have a strong work ethic and be comfortable taking initiative in a fast paced environment.

**Language Skills:** Ability to communicate fluently in English both verbally and in writing. Preference may be given to applicants who are fluent in both English and Spanish. Ability to effectively present information and ideas and respond verbally and in writing to common inquiries or complaints from students, parents, regulatory agencies, administrators or staff in a clear and concise manner. Ability

to write reports, business correspondence and procedure manuals. Ability to read and interpret documents such as operating and procedure manuals.

**Mathematical Skills:** Ability to work with mathematical concepts such as probability and statistical inference and fundamentals of plane and solid geometry and trigonometry. Ability to apply concepts such as fractions, percentages, ratios and proportions to practical situations. Ability to create and analyze technology reports.

**Reasoning Ability:** Ability to apply principles of logical or scientific thinking to a wide range of intellectual and practical problems. Ability to deal with nonverbal symbolism (formulas, scientific equations, graphs, etc.), in its most difficult phases. Ability to deal with a variety of abstract and concrete variables. Detail oriented with the ability to manage multiple projects and keep up with daily tasks.

**Computer Skills:** Ability to develop scripts to access data and develop and perform Extraction, Transformation, and Load processes to made external data available. Develop models and algorithms to generate analytic insights from District data, disseminate those insights across the organization, and extract the most value of the data. Have an in depth knowledge of computer operation, computer usage and ability to use micro-computer components, micro-computer peripherals, contact management software, database software, SQL, XML, CSV, Microsoft, e-mail, graphics software, Google Apps for Education, Internet software, inventory software, order processing software, programming software, spreadsheets, word processing software, and client operating systems (MS Windows and Apple). Knowledge of specific educational and business systems such as Kronos, PowerSchool BusinessPlus, Canvas, and Synergy student education platforms is preferred.

**Certificates, Licenses, Registrations:** DMBok, CDMP, DBIP, aCAP, CCA certificates preferred. Valid Oregon driver's license.

**Physical Demands:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee is regularly required to sit; use hands for fine manipulation, handle or feel and reach with hands and arms. The employee is frequently required to smell, walk or stand, stoop, kneel crouch or crawl. The employee is occasionally required to climb or balance. The employee must regularly lift and/or move up to 25 pounds and occasionally up to 50 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus. Speaking clearly enough to be able to be understood by others. Identifying and understanding the speech of another person. Emotional stability to work effectively under pressure and to keep all aspects of the job under control.

**Work Environment:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually low to moderate. Employee may be subject to temperature fluctuations, fumes, odors and dust.

**Note:** This is not necessarily an exhaustive or all-inclusive list of responsibilities, skills, duties, requirements, efforts, functions or working conditions associated with the job. This job description is not a contract of employment or a promise or guarantee of any specific terms or conditions of employment. The school district may add to, modify or delete any aspect of this job (or the position itself) at any time as it deems advisable.

I have read and understand this job description.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_