Davis Joint Unified School District	**Position Description**
Student Information Systems/Database Analyst I	Salary: 38

Summary

Under general direction of the Director of Technological Support; Oversees the computer database systems, associated master files, applications, particularly those associated with student information. Performs and presents data analysis pulled from multiple databases and systems. Coordinates with systems, operations, and technical support to establish databases and ensure quality and performance. Plans, establishes, and maintains allocation controls over current and future database needs. Receives daily direction from and works in close collaboration with the Student Information Systems/Database Analyst II.

Essential Functions

- Assists in the integration of local student testing into the system including many specialized tests.
- Assists in the preparation and submission of files to the state for state required testing, and integrates test results into the student information systems so data can be analyzed and used by school district staff.
- Assists in the set up of information annually as required by state in the California School Information Services system so that individual student information can be tracked from one district to another and each student in the state has a unique student identification number.
- Assists in the submission of information for California Based Education Data System (CBEDS), California Longitudinal Pupil Achievement Data System (CALPADS) and other state reports.
- Assists in the integration of special education information into the student information systems and provides the information to the county and state in different formats for required reports.
- Assists in the maintenance of the District's web-based grading and attendance system for parent and student use; which provides information from integrated student information system.
- Assists in the maintenance of integrated electronic gradebooks and report cards for teachers.
- Provides training for teachers, administrators and clerical staff on a regular basis.
- Maintains security of confidential student and staff information.
- Creates and runs queries on the student information system and other related databases or programs.
- Assists with user maintenance and implementation of the database and other data processing systems.
- Carries out calculations of complex nature and interpret results.
- Participates in determining the data base fields of information, development of programs, troubleshooting of data input and output, and training of users.

- Develops charts and graphics for data presentation.
- Analyzes problems with database applications through consultation with users. Determine and implement appropriate corrective action.
- Develops program designs for database administration from conception and design to implementation phase.
- Analyzes, modifies, tests and debugs existing database structure, systems and programs. Analyzes problems and makes modifications to systems and individual programs as required.
- Develops modifications or enhancements to existing database structures and programs to meet user needs or system design changes.
- Assists in developing and modifying internal data processing standards and procedures.
- Develop training material and provide staff development to users.
- Assists other personnel with database related problems. Analyze cause of problems, and design solutions.
- Prepares documentation for new programs and changes to existing systems in accordance with established standards and procedures.
- Provides full range of reports generated or supported by various software programs.
- Communicate with students, staff, parents and the public using tact, diplomacy and courtesy in sometimes confrontational or stressful situations.
- Performs other duties as assigned to support the mission of the position.

QUALIFICATIONS

Demonstrated Knowledge of:

- How to create and run data queries on programs such Access or other related
- Read, understand, interpret, develop, and implement student information system processes and procedures.
- California Student Information Systems (SIS), requirements and best practices for the maintenance of Student Information Systems.
- Planning, organization, and operation of a Student Information System in a school district.
- General database analysis and troubleshooting processes.
- Computers, spreadsheets, word processing and related software programs and hardware systems.
- Management, planning, prioritizing and organizing student information system projects.
- Data collection, analytical methods, and procedures.
- Report writing and record-keeping techniques.
- Effective communication techniques.
- Principles and techniques of complex and technical database structure and related systems programming, query programming and documentation.

Demonstrated Ability to:

- Perform a full range of database systems analysis.
- Analyze and evaluate the needs of users and develop the most effective program or solution to meet those needs.
- Operate the computers, peripherals and other equipment used by the District for information retrieval, storage, analysis, and processing.
- Develop programs and systems within the operational goals of the District and individual departments.
- Read, interpret and apply complex technical information.
- Comprehend and follow district safety plans, procedures, and policies and all other district standards and procedures.
- Carryout calculations of complex nature and interpret results.

Physical Abilities

Requires sufficient arm, hand, finger dexterity to operate keyboard and other peripheral computer equipment. Requires acuity to read words and numbers, and to speak and hear to communicate in person or over the phone.

Education and Experience

- Preferred experience of 2-3 years of related experience in applications development from database structures, database technical design technical and/or data systems in California Public Schools.
- A bachelor degree is desirable.

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Sande Royval, CSEA Lead Negotiator   Matt Best, DJUSD Deputy Superintendent

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Date   Date