
SOFTWARE SPECIALIST/DATA ANALYST

JOB DESCRIPTION:

This person is under the direction of the Superintendent and is responsible for addressing the issues of instructional data and software management. The position requires independent judgment and use of discretion, and attention to detail as well as skill in dealing with complex computer programs and data. Position will require frequent interaction of a technical nature with outside agencies, site and district level staff. The Software Specialist/Data Analyst will work closely with the Director of Curriculum in developing training for instructional staff as well as the Business Manager in maintaining the Student Information System.

REQUIRED QUALIFICATIONS (Education and Experience):

- BA or BS desirable
- Extensive experience in various database and office productivity applications
- Understand Client Server and Network operations, experience with SQL desirable
- Experience in an educational setting desirable
- Ability to work flexible hours

TYPICAL DUTIES:

- Manages student and instructional data, prepares reports and provides information to staff
- Helps complete reports to local, state and federal agencies within various deadlines
- Creation, scheduling, & documentation of custom Queries; synchronization between various databases
- Facilitates and assists with software updates
- Database security (managing user & group accounts, transaction auditing, etc)
- Database development for tracking & recording various information
- Work to accomplish tasks in a timely manner
- Assist instructional staff in analyzing student assessment data
- Other related duties as assigned by the supervisor.

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ESSENTIAL PHYSICAL REQUIREMENTS:

Incorporated within one or more of the previously mentioned duties and responsibilities of this job description are the following essential physical requirements:

1	Seldom = Less than 25%	3	Often = 51-75%
2	Occasional = 25-50%	4	Very Frequent = 76% and above
4	a. Ability to work at a desk, conference table or in meetings of various configurations		
4	b. Ability to stand and circulate for extended periods of time		
4	c. Ability to see for purposes of reading laws and codes, rules and policies and other printed matter materials and observing students		
4	d. Ability to hear and understand speech at normal levels		
4	e. Ability to communicate so others will be able to clearly understand normal conversation		
4	f. Ability to bend and twist, kneel and stoop, run and crawl		
4	g. Ability to reach in all directions		
2	h. Ability to lift 25 pounds		
1	i. Ability to carry 50 pounds		

Immediate Supervisor: Director of Curriculum

Assignment: Up to 8 hours per day as determined by the Superintendent

Salary: CSEA Salary Schedule: Range 45