

# Data Systems Analyst Job Description



**Job Title:** Data Systems Analyst

**Exemption Status:** Exempt

**Reports to:** Director of Technology

**Terms:** 12 months

**Dept. /School:** Technology

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**Primary Purpose:** To identify and resolve software systems issues on a daily basis.

## Qualifications:

### Education/Certification:

- Bachelor's Degree in Computer Science or Related Field.
- MCSA Certification (preferred)

### Special Knowledge/Skills:

- Experience with Skyward software system.
- Training in the use, installation, and maintenance of network systems.
- Specialized technology training on application software.

### Experience:

- Minimum three years experience in working with computer networks, including multiple technologies, Windows networking, and different network topologies; supporting servers and PC's on LANs.
- Such alternatives to the above qualifications as the Board of Trustees may find appropriate.

### Major Responsibilities and Duties:

1. Skyward Systems Administrator
  - a. Provide technical software support and information to district departments as necessary regarding addendum and update changes.
  - b. Conduct training for district and campus staff on Skyward.
  - c. Meet regularly with Skyward system users regarding system updates, changes.
2. Server Systems Account Administrator
  - a. Network Account Administrator
  - b. Email Account Administrator
  - c. Skyward Server Account Administrator
  - d. Test software upgrades.
  - e. Identify and resolve network systems software problems.
3. Work cooperatively with end users to provide assistance with network access issues (systems software).
  - a. Maintain and update district software system accounts, rights, and edit rights policies as necessary.
  - b. Assist in the implementation and improvement of district wide network security policy rights.
4. Assist with the development and implementation of disaster recovery plans.
5. Assist with district server data back-ups and recovery related activities.

Revised Date: 1/23/2019

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6. Manage data exports and imports into other systems.
7. Maintain current knowledge of network software through ongoing training programs and professional certifications.
8. Complies with policies established by federal and state law, State Board of Education rule, and the local Board of Trustees in pursuing the mission of the school district.
9. Maintains accurate documentation of software use and installation and adheres to Federal/District copyright laws and procedures.
10. Improves leadership skills through self-initiated professional development activities.
11. Performs duties in a professional, ethical, and responsible manner as defined in the TEA Code of Ethics for Educators.
12. Performs other tasks and assumes such responsibilities as related to the position and as assigned.

**Equipment Used:** Hand tools and test instruments for electronic repairs. Personal computers and peripherals. Software utilities. Variety of copiers, computers, file servers, network devices, printers, card readers, scanners, and other technologies as they become available.

### Working Conditions:

**Mental Demands/Physical Demands/Environmental Factors:** Reading, ability to communicate effectively (verbal and written); maintain emotional control under stress; ability to operate computer and other technologies listed; ability to configure file servers; ability to design training materials, ability to organize materials. **Physical Demands:** Walking, standing, stooping, bending and lifting; frequent district and occasional out-of-district travel; assistance in laboratory configuration; close work with a variety of electronic equipment. Repetitive hand motions and prolonged use of computer; lifting and moving of heavy equipment. After hours routine maintenance/updates on district systems. Occasional prolonged and irregular hours

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This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Approved by \_\_\_\_\_ Date \_\_\_\_\_

Reviewed by \_\_\_\_\_ Date \_\_\_\_\_