

**Vail School District  
Job Description**

**Job Title:** Computer Systems Analyst

**Department:** Technology/Finance

**Reports To:** Chief Information Officer

**FLSA Status:** Exempt

**Updated:** 09/10/2012

**SUMMARY**

The Computer Systems Analyst works under general direction and exercises independent judgment and initiative and is responsible for evaluation, coordination, implementation, customization, training, hardware and software support of PowerSchool<sup>®</sup>.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following, are non exhaustive and may be supplemented.

Responsible for maintenance of district PowerSchool<sup>®</sup> server.

Responsible for support issues related to PowerSchool<sup>®</sup>.

Serves as initial resource to resolve PowerSchool<sup>®</sup> related problems.

Serves as local point of contact for activities involving PowerSchool<sup>®</sup>.

Stays informed of upcoming PowerSchool<sup>®</sup> updates and attends trainings.

Works closely with site technology staff to assure smooth functioning of PowerSchool<sup>®</sup>.

Assists schools in configuring schedules and attendance setup.

Customize network software applications to meet the needs of the users and administration.

May supervise and provide training to data entry personnel and SAIS file upload procedures.

Verify that SAIS upload files are sent from the sites according to an established schedule.

Download SAIS error files and work with State and district staff on correcting SAIS errors.

Interface with State Department Staff on SAIS compliance

Attend state SAIS training on a regular basis.

Make recommendations for changes in procedures to ensure the consistency of data entry in Power School<sup>®</sup>.

Enter school calendars and school setup information into LEA.

Integrate the use of other web based software with PowerSchool<sup>®</sup>.

Work with district finance staff to verify enrollment figures and funding levels.

Provide support light technical support at the district office.

**MARGINAL DUTIES** including, but not limited to the following.

None

**CONTROL OR SUPERVISORY RESPONSIBILITIES**

May supervise and provide training to data entry personnel.

**QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each of the essential duties 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.

**EDUCATON and/or EXPERIENCE**

A. Required

- Two years of college coursework supplemented by computer application coursework, or equivalent.
- Expertise in computer software application including word processing, database, and spreadsheets, with two years related experience.
- Experience with Microsoft and PowerSchool software.
- Any equivalent combination of related experience and/or training; or equivalent combination of education and experience.

B. Desired

- Previous experience in a school setting.
- Three years of basic computer experience.
- Experience in auditing attendance records.
- Experience with Arizona required reports and reporting procedures.

### **LANGUAGE SKILLS**

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively to employees of the organization. Computer and typing skills are required.

### **MATHEMATICAL SKILLS**

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret graphs.

### **REASONING ABILITY**

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations. Ability to evaluate written materials.

### **CERTIFICATED, LICENSES, REGISTRATIONS**

None

### **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 stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. Specific vision abilities required by this job include close vision, peripheral vision, and ability to adjust focus. Work involves sitting for extended periods of time. Verbal communicative ability may be required of public contact positions.

### **WORK ENVIRONMENT**

Indoor. Office environment. Contact with employees, students and public. The noise level in the work environment is usually moderate.

Job Description  
Computer Systems Analyst  
Page 4  
8/29/03