

JOB DESCRIPTION

TRENTON BOARD OF EDUCATION

Database Analyst

JOB TITLE: DATABASE ANALYST

REPORTS TO: Coordinator of Reporting and Enrollment

SUPERVISES: N/A

NATURE AND SCOPE OF JOB: Assist in the development, maintenance and management of all district databases, including the analyses and reporting of requested data to inform instructional and operational decision-making.

QUALIFICATIONS:

The Database Analyst shall:

1. Hold a Bachelor's Degree in Computer Science, Education (with a concentration in technology), Information Systems or Management Information Systems. Master's Degree is preferred.
2. Have a minimum of three years' relevant work experience in computer support services and application development. Experience supporting the PowerSchool platform is preferred.
3. Experience working with Application for State School Aid (ASSA).
4. Experience in the use of student information systems to ensure accurate enrollment and demographic data to produce enrollment book monthly and reports.
5. Demonstrate experience with relational database management, database programming and business systems.
6. Demonstrate knowledge of data warehousing and the completion/submission of federal and New Jersey state reports.
7. Demonstrate ability at an intermediate level with Microsoft Office Suite, especially Excel, including lookup and pivot tables, as well as the ability to work with large data sets.
8. Demonstrate ability to analyze and communicate qualitative and quantitative data sets.
9. Demonstrate excellent organization skills.
10. Demonstrate ability to work independently.
11. Have excellent integrity and demonstrate good moral character and initiative.
12. Exhibit a personality that demonstrates enthusiasm and interpersonal skills to relate well with staff and administration.
13. Demonstrate the ability to communicate effectively in English both orally and in writing, including Standard English usage, grammar and vocabulary.
14. Provide proof of U.S. citizenship or legal resident alien status by completing Federal Form I-9 in compliance with the Immigration Reform and Control Act of 1986.
15. Provide evidence that a criminal record history check has been conducted and clearance has been given by the Department of Education in accordance with N.J.A.C. 18A:6-7.1.
16. Provide evidence that health is adequate to fulfill the job functions and responsibilities with reasonable accommodation in accordance with N.J.A.C. 6:3-4A.4.
17. Pass the State required Mantoux Intradermal Tuberculin Test as required by N.J.A.C. 6:3-4A.4.

18. Meet such alternatives to the above qualifications as the Superintendent may find appropriate and acceptable.

EMPLOYMENT TERMS:

The Data and Student Information Analyst/Programmer shall be employed under the following terms:

1. Work year of twelve months.
2. Salary, benefits and leave time as specified in the TB&T Collective Bargaining Agreement.
3. Conditions established by laws and codes of the State and policies, rules and regulations established by the Board of Education (N.J.S.A 18A:27-4 et seq.).

JOB FUNCTIONS AND RESPONSIBILITIES:

The Database Analyst shall:

1. Assist with access to online forms, portals and communication vehicles throughout the year.
2. Troubleshoot malfunctions of information systems for the purpose of resolving operational issues and restoring services.
3. Assist with training on software packages/information systems and various databases.
4. Assist with auditing student database information for the purpose of student accuracy and validation of student enrollment for funding purposes.
5. Assist with district-wide student admissions and enrollment processes.
6. Assist with the development, implementation and maintenance of a school-level database for collection, organizing, analyzing and reporting disaggregated student testing and other data required by local, state and federal programs.
7. Assist in maintaining and controlling proper staffing ratios in accordance with district guidelines and state and federal laws.
8. Assist with the placement of students in schools and grade levels to maintain appropriate class sizes and grade level configurations.
9. Assist with complex data information projects with independence.
10. Provide assistance and serve as an additional technical resource to site administrators using student information, student assessment and data reporting systems as it relates to program implementation, analysis and evaluation.
11. Assist in developing research and student data analysis projects tracking student growth.
12. Develop user roles and Enterprise Reports for end users, providing accurate, timely, and accessible data and assisting personnel to derive insights from the data. Performs all development work in the test environment and validates prior to moving into the production environment. Communicates changes as appropriate to stakeholders. Trains end users in Enterprise Reporting.
13. Assist in managing the collection, integrity, and dissemination of data to various internal and external stakeholders.
14. Train personnel to input, access and utilize PowerSchool student information system, according to PowerSchool user roles.
15. Complete and submit federal, state and local reports.
16. Evaluate feasibility of user requests for enhancements and suggests potential solutions by researching with PowerSchool Power Source website, PowerSchool support, Power Data Solutions and PowerSchool user groups.
17. Code, test and install PowerSchool customizations as requested by various departments in the development/test environment. Perform application testing prior to deployment ensuring users receive a working product.

18. Assist with preparing user documentation for new and existing applications. Develop and facilitate training for PowerSchool stakeholders, including support staff, teachers, counselors, secretaries, administrators and District personnel.
19. Create and update online training information for PowerSchool on District website.
20. Define state-mandated tests in PowerSchool and import individual student test results into PowerSchool as required by Coordinator. Modify graduation requirements definition in PowerSchool to incorporate changing requirements as required by Coordinator.
21. Validate and load student picture files.
22. Develop new SQL queries and support existing SQL queries of PowerSchool data.
23. Maintain PowerSchool home school catchment area mappings. Debug problems with home school catchment area mappings.
24. Reconcile periodically interfaces among the various data sources in the District including transportation, food services, special education, assessment, curriculum and instruction with the PowerSchool student information system and resolve any issues.
25. Assist with imports and exports data from NJSMART and PowerSchool, including updating SIDs.
26. Debug problems with custom screens and suggest and evaluate potential solutions. Code, test and stall revised screens.
27. Extract data from PowerSchool and manipulate in Excel for reporting and analysis.
28. Maintain security for all databases.
29. Document PowerSchool program problems and report to PowerSchool Technical Support. Follow up on problem resolution.
30. Monitor PowerSchool system performance.
31. Monitor data for accuracy, completeness and integrity. Suggest changes to ensure and enhance data quality. Ensure the integrity of current student record data in the event files have to be recovered from back-ups.
32. Attend South or Central Jersey PowerSchool user groups to remain abreast of current discussions of PowerSchool functionality and issues.
33. Develop and maintain knowledge through a range of professional development activities, including relevant webinars and trainings.
34. Perform other related duties as assigned by the Coordinator or Special Assistant for Performance and Accountability.

EVALUATION

The Database Analyst shall be evaluated in accordance with Board of Education Policy.