

SCHOOL DISTRICT OF JACKSON COUNTY

JOB DESCRIPTION

SYSTEMS PROGRAMMER/ANALYST

QUALIFICATIONS:

- (1) Bachelor's Degree in Computer Science, Systems Analysis, or related field of Management Information Systems
OR
- (2) Associate's Science Degree in a field of Information Technology with 3 years experience

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of systems, mainframe and micro-operations, instructional and administrative applications development processes are essential to this role. Ability to interface with end-users to determine system requirements. Ability to analyze and prepare specifications to implement computer program development or existing system modifications. Organization and people skills are required. Must have the ability to relate to people, provide clean and concise direction and have the ability to analyze and present data and findings in a logical and understandable format.

Knowledge of Microsoft Office Word and Excel programs, HTML, and PHP or SQL programming languages are preferred.

REPORTS TO:

Director of MIS and Secondary Programs

JOB GOAL

To provide technical information and research support and subsequently applications development services relating to systems development processes.

SUPERVISES:

Assigned Support Personnel

PERFORMANCE RESPONSIBILITIES:

- (1) Develop computer programs including file structure and database relations.
- (2) Assist in the database administration of the District Student Information System (SIS).
- (3) Assist other MIS personnel in providing data services to the District.
- (4) Download or prepare monthly files and reports for the district and DOE (including but not limited to – Driver's License, Missing Children's, Discipline suspension, Medicaid, McKay, Food Service Direct Certification reports)
- (5) Provide discipline reports for District Response-To-Intervention personnel.
- (6) Produce on-demand ad hoc reports and data retrieval for District and school personnel.
- (7) Assist with the collecting, editing, verifying, and reporting data formats required by DOE for all Survey periods and FTE reporting.
- (8) Prepare forms, instructions, documents and train school personnel for FTE collecting and reporting. Edit, correct, and validate data transmitted to DOE.
- (10) Assist in the creation of documents for tracking/verifying FTE for district Finance personnel.
- (11) Perform data entry for Hospital/Homebound and District Virtual Schools.

- (12) Train appropriate personnel in the uses of the district databases.
- (13) Perform other incidental tasks consistent with the goals and objectives of this position.
- (14) Other duties assigned by the immediate administrator or supervisor.

PHYSICAL REQUIREMENTS:

Light Work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force as frequently as needed to move objects.

TERMS OF EMPLOYMENT:

Approved Unit Compensation plan, pay grade 15-18
12 months
7.5 hours per day

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluation of personnel.