

**MOORE PUBLIC SCHOOLS**

**Job Title:** Information Analyst A, B, C

**Qualifications:**

**Credentials:** None

**Education:** High school, GED and specialized vocational training in Data Processing.

**Training or Experience Required:** Three (3) or more years of Data Processing experience. Two years of experience can be substituted for vocational training. Level A duties may include but not be limited to input of data elements, may communicate with schools directly to assist in proper data entry; Level B duties may include but not be limited to complete knowledge of student information system functionality, may specialize in one or more areas of the system; Level C duties may include but not be limited to direct correspondence with vendor, direct involvement with creation of state reporting, SQL reporting knowledge and appropriate certifications stating appropriate knowledge of the system has been attained.

**Special Skills, Knowledge, Abilities:**

Communication Skills (oral, written, or business). Basic communication skills to exchange information, give/receive instructions and respond to inquiries. Includes filling out forms.

Data Recording/Record Keeping: Performs data recording/record keeping operations determining what changes need to be made to existing records, including computerized records.

Mathematical Skills: Performs routine computations requiring knowledge of addition, subtraction, multiplication and division using whole numbers, fractions, decimals and/or percentages.

Reading and Interpreting: Reads and interprets routine written or printed materials such as basic schematics, charts, diagrams, maps or instruction material.

Office Filing and Retrieving: Responsible for establishing and/or maintaining an existing filing system.

Must be familiar with various word processing and database/spreadsheet software programs. Must be familiar with OCAS and systems mainframe systems.

**Site:** Various

**Reports To:** Director of Technology or designee

**Job Goal (Purpose of Position):** Performs technical level duties under general supervision to enter data into computer. Must be detail-oriented and diligent in performing data entry and analysis. An incumbent in this position will follow generally standardized operating policies and procedures.

**Contact with Others:** An incumbent in this position has regular public contact with system users, with the public and with staff to determine and meet user needs. Good interpersonal interaction or communication is required.

**Other Performance Measures:**

Successful performance of the job requires good customer service/people skills to resolve problems. It requires following safety guidelines and policies to reduce accident or injury. It requires following school dress standards, proper attendance or leave policies, and other work-habits concerns. Some initiative, self-discipline and effective problem solving are necessary for the success of the position. In addition, must maintain a positive attitude and be cooperative toward other staff members within the educational system.

**Essential Job Functions (PERFORMANCE RESPONSIBILITIES):**

1. Keys data into computer using computer equipment.
2. Verifies that input keyed is correct in both content and format.
3. Locates, recognizes, and corrects errors in source documents.
4. Analyzes input and checks for validity.
5. Follows procedures for processing input.
6. Insures that data entry is in compliance with district policy and state law when necessary.
7. Processes source documents for return, filing, or disposal as needed upon completion of data entry.
8. Insures that operations of his/her area are carried out on schedule.
9. Produce and analyze reports.
10. Use database analysis and/or query tools to input, import and extract data as necessary.
11. Import and export of data using Microsoft Server as needed to align current student information with partnering systems (i.e. Horizon, Versatrans, SEAS, SAGE, AlertNow).
12. Report Attendance/Membership to State Aid Office via the WAVE; coordinating audit of data with the state's Regional Accreditation Officer.
13. Communicate with vendors and/or other outside sources including other school districts in Oklahoma to verify accurate student attendance and membership data.
14. Communicates with other department to provide student statistical data as needed.

**Information Analyst A, B, C**

**(3 of 3)**

15. Work closely with State Department of Education, WAVE office staff to ensure the effective and accurate exchange of data as required.
16. Attend regular training sessions conducted by the WAVE and report new requirements and developments to administrative and school staff.
17. Train school personnel on the use of the Student Information System.
18. Coordinate the regular maintenance and advance of the Student Information System including the creation and resolution of any issues relating to the performance of the SIS.
19. Prepare SIS for upcoming school year and make changes necessary within system to close out old school years.
20. Other responsibilities as assigned by supervisor.

**Supervision exercised:** As assigned by supervisor.

**Physical/Mental Requirements and Working Conditions:** Job involves long periods of time working with computer and terminal.

**TERMS OF EMPLOYMENT:** 251 days per year

**SALARY:** Information Analyst Category A, B, C\*

**EVALUATION:** Performance of this job will be evaluated in accordance with Board Policy.

\*Applications for movement to another category must be made to the Director of Technology. Specific criteria must be included. If approved by the Director of Technology, the application will be submitted to the Review Committee for final recommendation. The Review Committee will consist of the Director of Technology, Assistant Superintendent/Personnel, Superintendent and a representative of ESPM.

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