



JOB DESCRIPTION

JOB TITLE: Systems Analyst (Aspire)

Position Type: Classified	Department: Curriculum Instruction and Assessment
Salary Schedule: Classified	Reports to: Director for Online and Virtual Programming
Salary Range: 36	Location: Innovation Center
Term of Employment: 12 Months	Date: May 12, 2023
Shift: Day	Approved by: Human Resources

POSITION SUMMARY:

Conducts business and systems analyses, provides expertise in specific software, delivers training and support to users, configures feature scopes, contributes to software and process design/changes, and generates application/user documentation.

To perform this job successfully, an individual must be able to perform each essential duty 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.

ESSENTIAL FUNCTIONS:

- Administers the DVUSD Learning Management System, Video Conferencing Platform, and Digital Learning Portal for teacher & student access to resources.
- Provides support to DVUSD users via helpdesk tickets, support tickets created within managed platforms, and home tech tickets.
- Meets periodically with DVUSD's account representatives for managed systems.
- Evaluates, implements, and communicates system updates.
- Collaborates with IS&T for interoperability of managed systems with additional DVUSD platforms including the Student Information System, gradebook, and user profiles.
- Manually configures user accounts for student teachers, contracted employees, and unique user requests.
- Oversees associating resources with users.
- Implements and maintains software integrations of managed systems through partnership with CIA, IS&T, and vendors.
- Collaborates with IS&T on the implementation of and improvements to the software approval process.
- Facilitates the curriculum content approvals for DVUSD software requests.

- Conducts privacy policy reviews for alignment with district criteria.
- Implements the use of data-sharing agreements with vendors.
- Provides guidance to Curriculum, Instruction, and Assessment Specialists (CIAS) on textbook adoptions to optimize technology integration and adhere to data privacy requirements.
- Collaborates with CIA and IS&T for review and implementation of resources.
- Provides software expertise, training, and support to users.
- Contributes to the implementation or modifications of business rules and procedures related to computer assisted data systems.
- Attends and participates in meetings with other district departments personnel to determine the needs and format of automated reports.
- Examines data systems in operation, makes analyses, determines improvements by alterations and adjustments of various kinds.
- Analyzes, tests and documents special software required by a data system installation.
- Confers with data systems users (representatives of user agencies or work units) and gathers background information in order to define the problems, conceive of a system solution and estimate the costs of establishment, operation, and maintenance of such system.
- Tests programs in computer, by running real data.
- Maintains liaisons with operations, data control, data conversion and users on media and control requirements.
- Tests new or modified data systems software, using sample set and analyzes the results.
- Devises, or participates in the design of, and implementation schedule for, establishment of data system or program.
- Confers with superior, presenting and resolving difficult problems or questions, discussing plans and actions to be taken and making decisions.
- Must meet any additional specific job requirements as indicated by the department.

MARGINAL DUTIES:

- Other job related duties as assigned by the supervisor.
- Assist other personnel as may be required for the purpose of supporting them in the completion of their work activities.

SUPERVISORY RESPONSIBILITIES:

- none

SKILLS/ABILITIES/KNOWLEDGE/WORK STYLE:

- Ability and desire to provide outstanding customer service.
- Ability to work effectively under time constraints.
- Must be able to comply with District's attendance standards as described in established guidelines.
- Must maintain a well-groomed appearance and follow the DVUSD Dress Code.
- Must be a team player and get along well with others.
- Must be highly organized with the ability to multitask.
- Must be detailed-oriented and self-motivated.
- Handwriting must be legible.

- Must have excellent communication skills.
- Must have excellent memory and ability to function well under stress.
- Must demonstrate an extremely high regard for confidential and sensitive information.
- Must demonstrate flexibility, common sense, and good judgment.
- Must have ability to keep abreast of information pertinent to the job.
- Ability to read and interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
- Ability to write routine reports and correspondence.
- Ability to add, subtract, multiply, and divide in all units of measure using whole numbers, common fractions, and decimals.
- Ability to compute rate, ratio, discounts and percent and to draw and interpret bar graphs.
- Ability to solve practical problems and deal with a variety of concrete variables in standardized situations.
- Ability to effectively present information in one-on-one and small group situations.
- Interpersonal relation skills required.
- Must have basic knowledge of computers.
- Ability to operate specific equipment or tools.

- **CERTIFICATES, LICENSES AND REGISTRATONS REQUIRED:**

- Must have authorization to work in the United States as defined by the Immigration Reform Act of 1986.

- **EDUCATION AND/OR EXPERIENCE:**

- High school diploma or general education degree (GED).
- One to three months related experience and/or training.
- Equivalent combination of education and experience.

- **PHYSICAL DEMANDS:**

- Regularly required to stand, use hands to finger, handle, or feel objects, tools, or controls, reach with hands and arms, and talk or hear.
- Must frequently climb or balance, stoop, kneel, crouch or crawl, and taste or smell.
- Must occasionally lift and/or more up to 30 pounds.
- Must have close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

- **ENVIRONMENTAL CONDITIONS:**

- The noise level in the work environment is usually moderate.

COMMENTS:

This job description is intended to be representative of the work performed by employees in this position and is not all-inclusive. The omission of a specific duty or responsibility will not preclude it from the position if the work is similar, related, or a logical extension of position responsibilities as defined by the supervisor.

This is a temporary management guide tool, subject to change.