

Job Description

Job Title: Information Systems Analyst I
Position Code: 6E05, FE05
Job Classification: Exempt

Supervisor: Supervisor of Student Information Systems
Pay Grade: 38
Contract Length: 245 Days

Job Summary

This position is responsible for providing technical database programming support and contributing to improvements and enhancements of mission-critical, information systems. Duties include developing automated background processes, analyzing and troubleshooting technical issues relating to enterprise applications and databases. Duties also involve assisting with the development of new system functionality, software upgrades, system modifications, day-to-day problem analysis, issue tracking and resolution, and processing of data required for local, state, and federal reporting.

Essential Duties

1. Work on a project team consisting of subject matter experts, project managers, product leaders, and end users to define and document business and technical requirements for district dashboards and data analysis needs.
2. Participate in the design and implementation of custom applications and reports that meet user requirements to include writing moderate to complex code and SQL queries, developing and executing technical and functional test plans, conducting end user acceptance testing, and providing post implementation assessments.
3. Cultivate an in-depth understanding of underlying data, data structures, process logic, and business uses to ensure software meets stakeholder needs.
4. Under supervision, coordinate quality control, peer review, gap analysis, and process documenting to ensure integrity of the data solutions provided to users.
5. Develop special ad-hoc reports for academic and administrative staff.
6. Compile, edit, process, and distribute data required for local, state, and federal reporting.
7. Develop and maintain technical documentation of database system operations.
8. Diagnose and troubleshoot database system issues.
9. Develop training materials and present training sessions to various system end users.
10. Maintain an up to date knowledge of rapidly changing computer technology.
11. Model nondiscriminatory practices in all activities.

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

Other Duties

1. Perform any other related duties as assigned by the Supervisor or other appropriate administrator.

Minimum Qualifications:

Must possess an Associate's degree or considerable related experience in a relational database applications development position within a large scale, multi user environment; or any equivalent combination of education and experience that would provide the noted knowledge, skills, and abilities. Proficient Transact SQL scripting in Microsoft SSMS preferred. Familiarity with student information management software preferred. Must possess computer programming troubleshooting and systems engineering/design skills and a working knowledge of the principles, practices, and techniques of relational database design and SQL database applications. Must possess excellent human relations, organizational, and communications skills. Can multi-task and manage multiple assignments running in parallel working within a team or independently. Must possess the ability to establish and maintain effective working relationships with technology staff, administrators, and school personnel. Must have demonstrated analysis, problem solving and decision making abilities. Excellent communication and organizational

skills. Ability to maintain confidentiality. Strong analytical and detail-oriented aptitude; high degree of accuracy required. Excellent time management skills.

Working Conditions & Physical Requirements

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 accommodation may be made to enable individuals with disabilities to perform essential functions. Must have the ability to sit for extended periods of time; exhibit manual dexterity to dial a telephone, to enter data into a computer terminal; to see and read a computer screen and printed material with or without vision aids; hear and understand speech at normal levels and on the telephone; speak in audible tones so that others may understand clearly in person and on the telephone; ability to understand and follow oral and written instructions; physical agility to lift up to 25 pounds.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Duties are normally performed in an office environment.

Supervision Exercised: None

Supervision Received: Supervisor of Student Information Systems

This job description in no way states or implies that these are the only duties to be performed by this employee. The Information Systems Analyst I will be required to follow any other instructions and to perform any other related duties as assigned by the Supervisor of Student Information Systems. Newport News Public Schools reserves the right to update, revise or change this job description and related duties at any time.

Approvals:

Supervisor	Date
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I acknowledge that I have received and read this job description.

Employee Name (Print)	Signature	Date
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08/2025