

# HARLEM CONSOLIDATED SCHOOL DISTRICT #122

## Job Description

### IT Data Analyst

**Supervisor:** Director of Information  
Technology

**FLSA Status:** Exempt **Employee Group:** At-Will

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#### Qualifications:

1. Bachelor's degree in Computer Science or equivalent. Experience required.
2. Experience in designing, developing, integrating, and managing databases and applications utilizing T-SQL, and contemporary programming languages.
3. Ability to communicate effectively with persons of varying technological experience.

#### Terms of Employment:

- Twelve (12) month(year to year) contract
- On-call to address technology emergencies. Night, weekend, and holiday work may be required.

#### Responsibilities:

1. Actively support the mission of the school and district.
2. Utilize conscious engagement regarding equity, diversity and inclusion.
3. Represent the Harlem Consolidated School District in a professional manner.

#### Duties:

1. Analyze, design, test, and develop solutions to integrate student/staff data between vendor software and internal software applications including the import/export of student and staff data to/from those software, and assuring that the data is kept up to date between all systems.
2. Analyze, design, modify and manage the database(s) and ETL process used within the Data Warehouse, modifying them as required to meet the changing requirements of the district.
3. Analyze, design and develop a variety of applications on a variety of platforms using current programming languages and databases.
4. Translate client requirements into useable programs. Provide training, documentation, and support to users for those applications and monitor the performance of those programs after implementation and recreate steps taken by users to locate the source of the problem and adjust the program to correct errors.
5. Manage system and operation documentation and train IT support staff in operational and support procedures.
6. Keep current with best practices and requirements as they relate to your job assignment.
7. Perform such other job related duties and assume such other professional responsibilities as your supervisor may from time to time assign or delegate.

The mission of the Harlem Consolidated School District, as a vital part of the community, is to help diverse learners realize their unlimited potential by providing an educational program dedicated to academic excellence and the development of strong character in a safe and respectful learning environment.