



## JOB DESCRIPTION

TULARE JOINT UNION HIGH SCHOOL DISTRICT  
426 North Blackstone, Tulare, CA 93274



### Database Analyst I

Revised 5/10/2016

#### DEFINITION

Under the direction of the Director of Technology, the Database Analyst I, performs a variety of technical duties supporting, managing, and organizing electronic data in the District's student management information systems.

#### EXAMPLES OF DUTIES/ESSENTIAL FUNCTIONS

1. Support District student information systems. **E**
2. Oversee the collection, and validation of student achievement assessment data. **E**
3. Provide support for electronic access to assessment data. **E**
4. Organize data and create reports to determine trends in student testing and performance. **E**
5. Collaborate with staff to create reports and data sets relevant to their needs. **E**
6. Complete reports utilizing instructional and management information systems in a timely and complete manner. **E**
7. Identify and compile trends in report information. **E**
8. Disaggregate and disseminate information found in reports to staff. **E**
9. Work with state and local assessment programs. **E**
10. Prepare reports related to categorical program participation on request. **E**
11. Assist in implementation of training in the use of assessment technology. **E**
12. Provide instruction in the use of student information systems. **E**
13. Learn, diagnose and support a wide range of software to aid in data analysis of student achievement within the District. **E**
14. Perform other related duties as assigned.

#### MINIMUM QUALIFICATIONS

##### Education

High School Diploma required

AA or AS degree in computer science or related field preferred

##### Experience

One year of experience in the skill areas listed above in a school district, the military, or an industrial establishment preferred

##### Licenses and Other Requirements

DOJ and FBI fingerprint clearance

Negative TB test within the last four years

Valid California Driver's License

#### KNOWLEDGE AND ABILITIES

##### Knowledge of

- The Tulare Joint Union High School District *Technology Use Plan*.
- Database systems with a focus on Microsoft Access and SQL.

- Intermediate knowledge of Spreadsheet formulas.
- Computer technology and software systems, application programs, data communications networks.
- Computer and network installation, diagnostic and repair practices and procedures.
- Training end users to effectively use existing and new technologies.

#### **Ability to**

1. Use advanced data tools such as sorting, filtering, lookups, pivots, and conditional formatting.
2. Work effectively without immediate supervision.
3. Maintain effective and professional relationships with managers, staff, students and vendors.
4. Maintain records and documents.
5. Work with confidential information

### **PHYSICAL DEMANDS AND WORKING CONDITIONS**

#### **Environment**

- Indoor office environment with some travel to district sites

#### **Physical Demands**

- Verbal, auditory, and written capabilities to effectively communicate in an articulate manner.
- Sitting or standing for extended periods of time.
- Occasional bending, reaching, and stretching.
- Occasional kneeling, crouching, and squatting
- Occasional lifting, carrying, pushing, or pulling heavy objects weighing 50 pounds or more.
- Reaching horizontally and above the shoulders to retrieve supplies and install/check cables and wires.

#### **SALARY**

Range 16

#### **WORKDAYS**

260 Days