JOB DESCRIPTION

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

Database Analyst II
Revised 11/1/2011

DEFINITION
Under the direction of the Director of Technology, performs a variety of technical duties related to the installation, operation, and support of district instructional and management technologies.

EXAMPLES OF DUTIES/ESSENTIAL FUNCTIONS

- Maintain and support District student information systems. E
- Install and maintain databases district-wide. E
- Install and maintain servers containing database services. E
- Perform Database maintenance and backup routines. E
- SQL scripting for various data jobs. E
- Create custom interfaces for accessing and modifying data stored in databases. E
- Oversee the collection, validation and storage of student achievement assessment data.
- Provide support in the development of electronic access to assessment data. E
- Perform analysis of data to determine trends in student testing and performance.
- Work with staff to make data analysis relevant to their needs. E
- Complete reports utilizing instructional and management information systems in a timely and complete manner. E
- Identify and compile trends in report information.
- Disaggregate and disseminate information found in reports to staff.
- Work with state and local assessment programs. E
- Prepare reports related to categorical program participation on request. E
- Assist in the development and implementation of training in the use of assessment technology. E
- Provide instruction in the use of student information systems. E
- Provide specialized assessment training to staff. E
- Manage and support district website. E
- Install custom software for use by teachers and help to diagnose problems related to its operation. E
- Learn, diagnose and support a wide range of software to aid in the instruction of students within the District.
- Perform other related duties as assigned.

MINIMUM QUALIFICATIONS

Education
High School Diploma with specialized training in one or more of the desired skill areas

Experience
Three years of experience in the skill areas listed above in a school district, the military, or an industrial establishment
Prior supervisory and technology-based training experience desired.
Experience in network support and installation required.

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.
- 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. Analyze and diagnose technical problems with computers, networks and related equipment and software
2. Schedule repairs in a manner that is less disruptive to students and staff.
3. Work effectively without immediate supervision.
4. Maintain effective and professional relationships with managers, staff, students and vendors.
5. Maintain records and documents.
6. 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.