Job Title	Systems Analyst/Developer	**Job Title Code**	182410
Reports to	Technology Manager	**Wage/Hour Status**	Exempt
Dept/School	IT	**Pay Grade**	505
		Date Revised	March 6, 2025

Primary Purpose

Develop, enhance, and support district technology systems, applications, and software solutions. Design, build, and maintain custom web platforms, applications and resources to optimize district operations. Manage system integrations, data analytics, business intelligence, reporting, and process improvements.

Education/Certification

- Bachelor's Degree in Computer Information Systems, technology Business or related field and two (2) years' programming experience (preferred)

Special Knowledge/Skills

- Proficiency in database management, application development, and business intelligence tools.
- Strong analytical and problem-solving skills for application software and system processes.
- Expertise in web-based development, SQL, data analysis, and enterprise application security.
- Ability to design, develop, and implement professional web and application solutions.
- Strong knowledge of business processes, workflow administration, and system integration.
- Excellent communication, collaboration, and interpersonal skills for cross-functional teamwork.
- Ability to manage multiple priorities, adapt to change, and maintain customer-focused service.
- Experience in project management, staff development, training, and process optimization.
- Proficient in Microsoft Office Suite, Google Suite, web-based tools, Learning Management Systems, SharePoint, and content management systems.
- Skilled in research, analysis, and evaluating new software systems.
- Experience with SQL programming, MS SQL databases, Python, and Power BI (preferred).
- Creative thinker with a proactive, problem-solving mindset and a commitment to continuous learning.

Major Responsibilities and Duties

Software Development & System Analysis

1. Design, develop, and enhance applications, web platforms, and web-based systems & tools.
2. Translate project specifications into structured code using programming best practices.
3. Develop, test, and implement software solutions, ensuring functionality and efficiency.
4. Manage system implementations, upgrades, and enterprise applications.
5. Design and document system workflows using flowcharts and diagrams.
6. Conduct system analysis to define software requirements and ensure alignment with user needs.
7. Optimize software performance through debugging, modification, and enhancements.
8. Maintain technical documentation for developed software and applications.
9. Install, configure, and customize system software while ensuring data integrity
10. Create reports, dashboards and queries to support data-driven decision-making.

Application & Business Process Support

11. Implement and maintain business applications to support district operations.
12. Evaluate and refine business processes for efficiency and return on investment.
13. Assess application functionality and recommend solutions for improvement.
14. Conduct system testing, including patches, upgrades, and data migrations.
15. Provide post-deployment support for all assigned applications.
16. Develop and deliver end-user training for software applications.
17. Establish best practices for data management, information security, and system documentation.

Amended 03/06/25

Project Management & Vendor Coordination
18. Lead operational tasks, software implementations, and project execution.
19. Serve as a project coordinator, ensuring vendor compliance and requirement fulfillment.
20. Identify, track, and resolve issues while communicating status updates and milestones.
21. Coordinate with external vendors and third-party software providers on district applications.
22. Perform post-project evaluations to identify areas for improvement.
23. Collaborate with departments and prioritize projects to align with district goals.
24. Ensure compliance with district policies, state regulations, and industry standards.

Database Administration & Data Analytics
25. Maintain data integrity, security, and confidentiality across district systems.
26. Perform database administration, maintenance, and system enhancements.
27. Develop and execute specialized reports, queries, and data extractions.
28. Perform data analysis, including transformation and visualization of information.
29. Support enterprise application databases, troubleshooting issues, and optimizing performance.

Technology & User Support
30. Recreate and diagnose system issues to provide effective solutions.
31. Offer staff training and technical assistance for district applications.
32. Collaborate with administrative personnel to clarify requests and develop solutions.
33. Provide training, documentation, and end-user support for district-wide applications.
34. Supports financial, HR, student information, and enterprise systems, ensuring seamless operations across the district.
35. Work with teams and stakeholders on system enhancements and troubleshooting.

Additional Responsibilities
36. Sustain and adhere to IT Professional's Code of Ethics and Standards of Conduct.
37. Maintain accurate records, reports, and documentation as required.
38. Provide optimal customer service to all students, employees, parents, community members and stakeholders and assists in community awareness of district technological goals and programs.
39. Stay updated on evolving technology trends and integrate relevant advancements.
40. Provide a friendly, safe, timely, quality driven setting responsive to the district and community needs.
41. Supports the goals and objectives of the district and complies with policies established by federal and state law, State Board of Education rule, and local board policy.
42. Upholds and adheres to safety rules and polices of the EPISD ISD safety program.
43. Attends work on a regular and routine basis to avoid disruption to district technology operations.
44. Perform other duties as assigned by the supervisor.

Supervisory Responsibilities
None

Physical and Mental Job Requirements
Mental Demands/Physical Demands/Environmental Factors
- Maintain emotional control under stress. Repetitive hand motions and prolonged use of the computer. Occasionally prolonged and irregular hours. Frequent districtwide travel; Work with frequent interruptions.

Terms of Employment
226 days; salary to be established by the Board of Trustees

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Approved: _____

Job Title: _____

Date: _____

Approved: _____

Job Title: _____

Date: _____

My supervisor has reviewed this job description with me and has provided me with a copy.

Employee: _____

Date: _____