



**Medical Lake School District #326  
Medical Lake, Washington**

**CLASSIFIED POSITION ANNOUNCEMENT**

**Data Systems Integrations Analyst  
8.0 Hours Per Day (260 Day Contract)  
Medical Lake School District Office  
Salary (\$59K-\$70K DOE)**

Posting Date: November 14, 2022  
Closing Date: Until Filled

Posting #	2223.99
Superintendent:	
_____ Date _____	
Personnel:	
_____ Date _____	
New Employee:	
_____	
Start Date:	
_____	
Replacing:	D DuPey

**SUMMARY OF ASSIGNMENT:**

Data Systems Integrations Analyst is responsible for planning, organizing and coordination required for support, implementation and maintenance of computer based information processing systems, data preparation methods and procedures. The role is responsible for staff training and liaison between district departments and supported data systems. It is necessary for this position to analyze external requirements to provide accuracy of information within core student information systems and integration with other applications including, but not limited to, data related to staffing, scheduling, student records and state reporting. The analyst will be expected to turn data into information, information into insight, and insight into education and business decisions.

**PERFORMANCE RESPONSIBILITIES:**

- Act as the lead in planning, organizing, coordinating and implementing activities required to support information services.
- Prioritize and coordinate work collaboratively within the department, with other departments, and with external agencies as pertinent.
- Develop and maintain accurate records of activities and operations to ensure departmental documentation procedures.
- Design and provide and/or coordinate effective training to systems users based on internal needs.
- Coordinate the preparation and maintenance of various periodic federal, district and state required reports, data imports and exports.
- Ensure completion of regular state reporting processes (e.g. CEDARS), maintaining awareness of regulatory changes and impact.
- Provide timely and professional communication and follow-up to users on behalf of the department as needed.

- Modify and/or customize data systems applications to meet district requirements.
- Provide help desk and direct support to all staff, problem solving and determining resolution.
- Manage systems access, privileges and information migration.
- Analyze, create, run and/or modify various approved reports in alignment with specific district software systems and/or applications.
- Coordinate the job processing schedule with technology staff and users for critical student information functions and processes.
- Exhibit confidentiality and initiative in performing job functions.
- Communicate in a professional, effective and timely manner.
- Perform other related duties as assigned by the Director of Technology or designee

## **QUALIFICATIONS:**

- High school diploma or equivalent. College degree in related field preferred
- A minimum of two years' experience in a data analyst-related role. Skyward experience preferred.
- Superb ability to research, investigate, analyze, reconcile, and evaluate data.
- Is inquisitive, resourceful, a critical thinker and detail oriented.
- Excellent interpersonal skills: persuasive, encouraging, and diplomatic with conflict resolution skills.
- Ability to clearly articulate ideas and processes to both technical and non-technical audiences.
- Ability to effectively prioritize and execute tasks in a high pressure, deadline driven environment.
- While familiarization with K-12 operations is a benefit, a customer service focused mindset is a paramount trait in caring for our district staff.

## **IMMEDIATE SUPERVISOR(S):**

Director of Technology

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## **TERMS OF EMPLOYMENT:**

This position is a part of the Non Rep Group and full benefits eligible.

## **Current Employees:**

Please submit a letter of interest

## **Other Applicants:**

Send in a Resume and provide a letter of interest, and 3 letters of recommendation.

## **Questions regarding applications can be directed to:**

Christy Nauta, Human Resources Director

[cnauta@mlsd.org](mailto:cnauta@mlsd.org) or 509-565-3128

