

SCHOOL DISTRICT OF OKALOOSA COUNTY
Okaloosa County, Florida

IT IS THE POLICY OF THE SCHOOL DISTRICT OF OKALOOSA COUNTY NOT TO DISCRIMINATE AGAINST EMPLOYEES OR APPLICANTS' EMPLOYMENT ON THE BASIS OF RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, MARITAL STATUS, AGE, OR HANDICAP. IT IS THE POLICY OF THE SCHOOL DISTRICT OF OKALOOSA COUNTY TO HIRE ONLY U. S. CITIZENS AND ALIENS LAWFULLY AUTHORIZED TO WORK IN THE UNITED STATES. THESE POLICIES SHALL APPLY TO RECRUITMENT, EMPLOYMENT, TRANSFERS, COMPENSATION, AND OTHER ITEMS AND CONDITIONS OF EMPLOYMENT.

Job Title:	SIS/ERP FOCUS Analyst
Reports To:	Director I Information Systems
Supervises:	As assigned

Minimum Eligibility Requirements:

Bachelor's Degree from an accredited educational institution.
Minimum of two (2) years' experience with data analysis and database functions.
Documented expertise in the use of personal computers, including word processing and spreadsheet applications (Microsoft Office required).
Such alternatives to the above requirements as the Board may find appropriate and acceptable.

Language Skills:

Ability to effectively communicate information to district / school administrators and stakeholders to include training, reports, and technical papers.

Mathematical Skills:

Ability to apply advanced mathematical concepts.

Reasoning Ability:

Ability to define problems, collect data, establish facts, and draw valid conclusions.
Ability to monitor, troubleshoot, and modify computer programs.
Ability to scaffold and prioritize a strategic response to department needs.

Other Skills:

Ability to establish and maintain knowledge of application areas.
Proficiency in Excel, FOCUS, Classlink, and other educational programs adopted by district.
Proficiency in file structures, software utilities and form development.
Proficiency in either Human Resource/Finance Applications or Focus Student Information Systems or both.
Ability to establish and maintain effective working relationships and to work a flexible schedule.
SQL experience is a plus.

Physical Demands:

While performing the duties of this job, the employee is regularly required to sit, talk, hear, stand, and walk.
Close vision is required.
Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work Environment:

The noise level is moderate.

Job Goal:

This position has been established to provide continued end user support for the FOCUS School Software system to district, school and community users. Along with supporting the Program Directors tasked with managing the SIS / ERP database this position will provide direct support to the Focus HelpDesk when escalation is necessary. You will assist in analyzing application requirements; developing and implementing necessary online forms and documentation, and evaluating user competency, in an accurate and timely

manner; administer FOCUS upgrades; support user training; document FOCUS requests and report repair needs; and aid in ensuring accuracy, relevancy, and maintenance of application areas.

Essential Duties and Responsibilities:

1. Assists the SIS/ERP Program Directors in accurately testing, troubleshooting, and documenting programs.
2. Assists the SIS/ERP Program Directors in developing training in coordination with Instructional Technology.
3. Works with ERP team (Finance and HR) or SIS team (MIS/IT) to target specific parts of the database for troubleshooting, help desk assistance, or forms development.
4. Assists in evaluating end user processes and software module use for performance issues.
5. Monitors applications that get data from the SIS/ERP system for accuracy.
6. Updates and tests the computer applications and forms as needed.
7. Assists in the following processes:

ERP: Applicant Tracking, Asset Management, Payroll, Budgeting, Purchasing, and other Finance/HR systems as needed.

SIS: State Reporting, Gradebook, Discipline, ESE, Mental Health, Scheduling, Enrollment/Registration, Athletics, Attendance, and other SIS systems as needed.

8. Abides by and facilitates adherence to all applicable laws, rules, regulations, policies, procedures; maintains professional ethical standards; maintains high level of professional development/knowledge.
9. Performs other such duties as may be assigned by the Supervisor, or the Superintendent.

Salary:

Based on the adopted salary scheduled for Professional Technical Personnel Pay Grade 3.

Evaluation:

Performance of this job will be evaluated in accordance with provisions of the Board's policy and State laws.

Terms of Service:

Twelve months.