CLARK COUNTY SCHOOL DISTRICT
HUMAN RESOURCES DIVISION

DATABASE ANALYST III (WEB-BASED) – ASSESSMENT AND ACCOUNTABILITY

Class Code: 1519
Job Family: Information Systems
Classification: Support Staff
Terms of Employment: Pay Grade 62 on the Support Staff Salary Schedule
FLSA STATUS: NON-EXEMPT

POSITION SUMMARY:
Under general direction, coordinates, designs, develops, and implements interactive web-based relational database systems, with primary focus on accountability, school improvement, teacher qualifications, teacher experience, and related data for schools, performance zones, Clark County School District, and state. System development involves creating, programming, and maintaining web-based and internal databases by managing and implementing standards, procedures, revision lists, security, and documentation.

ESSENTIAL DUTIES AND RESPONSIBILITIES:
This list of Essential Duties and Responsibilities is not exhaustive and may be supplemented.
1. Reads and interprets state and federal legislation regarding accountability, Adequate Yearly Progress (AYP), Family Educational Rights and Privacy Act (FERPA), Title I, and School Improvement, including Nevada Revised Statutes (NRS) 385 and No Child Left Behind (NCLB).
2. Collects, reviews, edits, and uploads all data into the Nevada State Student Database and Accountability Reporting web-based database program according to the Nevada Department of Education (NDE) required format and protocols as required under law to NDE web-based databases—Bighorn/SAIN and ARC.
3. Creates, edits, revises, and coordinates printing and distribution of accountability reports and NCLB reports and school, District, and parent communication regarding both reports.
4. Assists with collection of highly qualified teacher, class-size reduction, and paraprofessional data for school, performance zones, District, state, and federal reporting.
5. Accesses and extracts information from the Nevada State Accountability Reporting System, student information system (SIS), and mainframe database (DB) 2 tables, in order to complete extensive and comprehensive data requests from all departments and divisions in the District.
6. Confers with project manager(s) and programmer(s) to define functional requirements, performs data modeling and implements final products; resolves errors and interface problems; and ensures integrated systems in accordance with development standards.
7. Plans, prepares, defines, structures, develops, and programs web-based database systems.
8. Works with department staff to define and implement interfaces to ensure that various browsers and other clients interact with the required database systems.
9. Works with department staff to design relational database systems for the ultimate benefit of all users.
10. Modifies relational database systems as data needs and laws change.
11. Provides customer service by resolving systems design conflicts between the department, internal and external end users.
13. Performs normalization to reduce or eliminate data redundancy and to improve relational database performance.
14. Writes requirements specifications, data dictionaries, self-documenting code, and other required documents in accordance with documentation standards.
15. Provides training to District staff on accountability databases and related information.
16. Presents system functionalities to staff and oversees implementation once developed.
17. Tests and evaluates system performance and recommends corrective action if system performance is deficient.
18. Assists with AYP related data and reporting at the school, District, and state levels, including appeals.
19. Assists with maintenance of the Instructional Data Management System (IDMS), including uploads of data, maintenance of teacher identifiers, and login verification for IDMS and ParentLink.
20. Creates and maintains file layouts for interim assessment header files, and maintain database for tracking school preferences.
21. Creates and maintains custom reports, requiring knowledge of SIS and human resources mainframe table structures and relationships.
22. Provides student-related data for the Quality Assurance Framework database and reporting.
23. Conforms to safety standards, as prescribed.
24. Performs other tasks related to the positions, as assigned.

DISTINGUISHING CHARACTERISTICS:
Involves in-depth knowledge of database development, management, and implementation, which requires a high level of technical skill and experience in web-based relational database systems design and programming techniques.

KNOWLEDGE, SKILLS, AND ABILITIES (Position Expectations):
1. Knowledge of and ability to provide mapping, editing, and maintenance for the NDE Accountability Report Card - Data Submission Application.
2. Knowledge of NRS 385 and NCLB, primarily as related to accountability, AYP, and school improvement.
4. Knowledge of and ability to access, use, edit, and maintain Bighorn/SAIN and ARC, NDE web-based databases.
5. Knowledge of and ability to access, use, edit, and maintain SIS database and mainframe data and reporting systems.
6. Knowledge of and ability to access, use, edit, and maintain IDMS student database data and reporting systems.
7. Knowledge of and ability to use database query languages for school, performance zones, District, and state reporting needs.
8. Knowledge of and ability use web-based client/server development environments for school, performance zones, District, and state reporting needs.
9. Ability to tune and normalize databases.
10. Ability to design effective databases and database schema.
11. Ability to design effective data dictionaries.
12. Ability to translate functional needs into clear problem definitions and solutions.
13. Ability to write clear, accurate, and concise reports, documentation, user instructions, correspondence, and other written materials.
14. Ability to contribute to the efficiency and effectiveness of the department’s service to District staff by offering suggestions and directing or participating as an active member of a development team.
15. Ability to maintain current knowledge of technology and new computer user applications.
16. Ability to coordinate multiple projects and meet predetermined deadlines.
17. Ability to work flexible hours or shifts.
18. Ability to develop and maintain an effective working relationship with District staff, vendors, community and state agencies, parents, and charter school administration.
19. Ability to recognize and report hazards and apply safe work methods management principles and practices.
20. Possess physical and mental stamina commensurate with the responsibilities of the position.

POSITION REQUIREMENTS:
Education, Training, and Experience:
1. High school graduation or other equivalent (i.e., General Educational Development (GED), foreign equivalency, etc.).
2. Seven (7) years experience as specified in the position expectations above which includes at least three (3) years as a database systems developer; or, Bachelor’s degree; and, at least three (3) years experience working with District and state level databases and reporting systems as specified in the position expectations above.
3. Experience with Platinum Report Facility (PRF), crystal reports, and/or WebFocus report writer.
4. Experience with Statistical Package for Social Sciences (SPSS) software and the ability to use SPSS to create complex academic reports.
5. Experience with Adobe Acrobat Professional (version 8 or higher).
Experience with NRS 385, School Accountability Reporting, and NCLB reporting.

Experience in accessing and extracting information from the Nevada State Accountability Reporting System, student information systems, and mainframe DB2 tables, in order to complete extensive and comprehensive data requests from all departments and divisions in the Clark County School District.

PROGRAMMING LANGUAGE(S), OPERATING SYSTEM(S), AND SOFTWARE APPLICATION(S) REQUIRED IS CONTINGENT UPON THE CURRENT POSITION VACANCY, ADVERTISEMENT, OR ASSIGNMENT.

License and Certificates:
None Specified

Preferred Qualifications:
1. Bachelor’s degree in Computer Science (CS), or Management Information Systems (MIS), or related field.
2. Structured Query Language (SQL) and MySQL.

DOCUMENT(S) REQUIRED AT TIME OF APPLICATION:
1. High school graduation or other equivalent (i.e., GED, foreign equivalency, etc.).
2. College transcript(s), if applicable.
3. Specific documented evidence of training and experience to satisfy qualifications.

EXAMPLES OF ASSIGNED WORK AREAS:
Clark County School District – Assessment, Accountability, Research, and School Improvement Division.

WORK ENVIRONMENT:
Strength: Sedentary to medium – exert force 20-50 lbs., occasionally; 10-25 lbs., frequently; or up to 10 lbs., constantly.

Physical Demands: Frequent sitting, standing, walking, pushing, pulling, stooping, kneeling, climbing, crouching, reaching, handling, and repetitive fine motor activities. Mobility to work in a typical office setting and use standard office equipment. Stamina to remain seated and maintain concentration for an extended period of time. Hearing and speech to communicate in person, via video conference and computers, or over the telephone. Vision: Frequent near and far acuity, and color vision. Vision to read printed and online materials, a Video Display Terminal (VDT) screen, or other monitoring devices.

Environmental Conditions: Climate-controlled office setting with temperatures ranging from mild to moderate cold/heat. Exposure to noise levels ranging from moderate to loud for occasional to frequent time periods.

Hazards: Furniture, playground/office equipment, communicable diseases, chemicals and fumes (as related to specific assignment), and power/hand operated equipment and machinery (as related to specific assignment).

EXAMPLES OF EQUIPMENT/SUPPLIES USED TO PERFORM TASKS:
Various computers, hardware and software applications, printers, modems, local area network (LAN) resources, the Internet, scanners, copy machines, telephones, fax machines, etc.

An Affirmative Action/Equal Opportunity Employer

This employer does not knowingly discriminate on the basis of race, color, religion, sex, sexual orientation, gender identity or expression, age, disability, or national origin.