

## Job Description

**Job Title:** Information Systems Analyst III  
**Position Code:** 6E05, FE05  
**Job Classification:** Exempt

**Supervisor:** Supervisor of Student Information Systems  
**Pay Grade:** 42  
**Contract Length:** 245 Days

### Job Summary

This position will act as lead in the development of analytic applications to support the academic and administrative initiatives necessary to improve efficiencies and effectiveness, reduce operational costs, ensure regulatory compliance and minimize risk. Position leads in full systems development life cycle activities including implementation/post implementation, analysis, system design and configuration, data conversion, technical and functional testing, documentation, process improvement and maintenance of the student information management system. Position is responsible for leading development activities, support and recommending technical changes to all applicable student applications and systems to enhance and customize the functionality to accommodate the needs of NNPS staff, students and parents. Position trains and provides technical guidance and assistance to other Information Systems Analysts. Position leads technical team meetings and recommends/approves the development of new projects, enhancements and design requirements for the division. Position is responsible for providing development support, making technical changes to all applicable student applications, and other support systems to enhance and customize the functionality to accommodate the needs of NNPS staff, student and parents.

### Essential Duties

1. Provide team leadership and technical guidance to less experienced Information Systems Analysts.
2. Work with other technical staff and end users to help identify application functionality, development approaches and possible enhancement recommendations.
3. Design multi-application solutions required to support changing needs of the division.
4. Provide subject matter expertise for specific areas, applications or technologies` while developing and maintaining student system security.
5. Train other Information Systems Analysts and technical staff on current practices and requirements.
6. Analyze requirements for major projects involving multiple components, internal and external to the division.
7. Maintain and continual improve data design, delivery and optimization within the student information system, and all of its related interfaces.
8. Convert, standardize, normalize, and map data in accordance with industry-standard SQL and PL/SQL best practices.
9. Conduct functional and technical testing of the student system software patches and major upgrades to include development and execution of functional and technical test plans, test scenarios, test scripts, test data files.
10. Create test strategies for cross application or solution.
11. Evaluate and prioritize user requests for enhancements to the student system to include impact analysis, risk assessment, acceptance and rejection of requests.
12. Design and implement customized system functionality to ensure the system reflects all NNPS school and department processes and reflect state/federal reporting requirements.
13. Evaluate changing reporting needs and provide new reporting designs and application enhancements recommendation for end users.
14. Develop and maintain custom applications.
15. Modify and enhance the student information system as well as all related applications in order to accommodate the business practices of NNPS.
16. Develop and maintain system interfaces between all applications.
17. Perform data analysis for the purpose of forecasting.
18. Models nondiscriminatory practices in all activities.
19. Maintains an up to date knowledge of rapidly changing computer technology.

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

### **Other Duties**

1. Perform any other related duties as assigned by the Supervisor or other appropriate administrator.

### **Minimum Qualifications:**

Must possess a Bachelor's degree in computer science, computer programming, statistics or a related field and/or 10 years or more of related field and considerable related experience working in a relational database applications development position within a large scale, multi user environment; and any equivalent combination of education, and current certifications that would provide the noted knowledge, skills, and abilities. Experience with successful deployments of web applications preferred. Experience with C# programming preferred. Familiarity with student information management software preferred. Must possess extensive computer programming troubleshooting and systems engineering/design skills and an extensive working knowledge of the principles, practices, and techniques of relational database design, SQL, and database applications development/support. Must possess strong analytical skills used to identify and resolve problems. Must be able to communicate in a clear and concise manner. Must be able to successfully work with a variety of teams. Must possess the ability to establish and maintain effective working relationships with technology staff, administrators, and school personnel. Must possess the ability to train others.

### **Working Conditions & Physical Requirements**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform essential functions. Must have the ability to sit for extended periods of time; exhibit manual dexterity to dial a telephone, to enter data into a computer terminal; to see and read a computer screen and printed material with or without vision aids; hear and understand speech at normal levels and on the telephone; speak in audible tones so that others may understand clearly in person and on the telephone; ability to understand and follow oral and written instructions; physical agility to lift up to 25 pounds.

### **Work Environment**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Duties are normally performed in an office environment.

**Supervision Exercised:** None

**Supervision Received:** Supervisor of Student Information Systems

***This job description in no way states or implies that these are the only duties to be performed by this employee. The Information Systems Analyst III will be required to follow any other instructions and to perform any other related duties as assigned by the Supervisor of Student Information Systems. Newport News Public Schools reserves the right to update, revise or change this job description and related duties at any time.***

### **Approvals:**

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Supervisor

Date

**I acknowledge that I have received and read this job description.**

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Employee Name (Print)

Signature

Date

08/2025