

**Wentzville R-IV School District**  
**Position Description**  
**Locator: 9.09**

**Job Description:** Data Integrationist/Analyst

**Reports to:** Director of Technology

**Summary:**

The Data Integrationist/Analyst provides programming and integration services for information technology projects and systems.

**Qualifications/Requirements:**

This person will have a Bachelor's degree in computer science, data processing, or related field and possess knowledge and skills in 4GL programming languages, especially SQL, Microsoft operating systems, server installation and maintenance. Knowledge of Windows Server 20xx, Linux, Unix, SQL, SSIS and other programming languages as well as database software and data mapping/migration. Two to three years of SQL query development experience preferred.

**Essential Job Duties:**

- Install, configure, maintain and upgrade SQL databases on district servers.
- Develop reports in SQL server reporting services.
- Manage key district SQL systems and integrations which include Blackboard ParentLink, SISK12, District Pulse, textbook integrations (OneRoster) and Transfinder
- Analyze, modify, code, debug and support vendor provided application programs.
- Create data reports from systems or by merging data from various sources for professional reports.
- Provides support and training to end-users of SQL systems.
- Coordinate data integration exchanges between various database systems.
- Acts as key contact with software vendors pertaining to technical issues; detailing the problem to the vendor and implementing corrective actions in-house.
- Writes, maintains and provides a variety of computer reports.
- Coordinates software system upgrades and migrations.
- Works with data from a variety of systems for report development, data extractions and data dashboard development.

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**Page 2**

- Develops, implements, and maintains change control and testing processes for modifications to databases.
- Prepare project plans and resource projections for all activities performed within the framework of a given project.
- Provides technical development, systems analysis and programming expertise for systems applications, maintaining existing systems, identifies user needs and constraints, and analyzes options and alternatives for applications.
- Complies documentation of program development and revisions; design and prepare forms, reports, and letters.
- Keeps up-to-date on software systems, operation procedures, and technological development in systems and programming.
- Analyze, modify, code, debug, and support vendor provided application programs, including scripting and PowerShell.

**OTHER DUTIES AND RESPONSIBILITIES**

Performs other related duties as assigned by the Director of Technology.  
Position occasionally will require the ability to lift up to 40 lbs.

**ADA COMPLIANCE**

The essential functions contained in this job description are in compliance with the Americans with Disabilities Act (ADA) and are not an exhaustive list of the duties performed for this position. The additional duties and responsibilities listed are performed by the individuals currently holding this position and additional duties may be assigned when appropriate.

**TERMS OF EMPLOYMENT**

The Data Integrationist/Analyst shall be employed on a twelve-month basis with two weeks of vacation. Additional vacation to be awarded annually.

**EVALUATION**

Performance in this position will be evaluated annually in accordance with the provisions of District Policy on evaluation of support staff personnel.