

George County School District

Systems Analyst

APPROVED

JUN 02 2026



G C SCHOOL BOARD

Job Purpose

The District Systems Analyst is responsible for supporting, maintaining, and ensuring the stability, integrity, and efficient operation of district data and information systems. This position oversees the installation, configuration, monitoring, maintenance, and optimization of multiple systems, including relational databases and educational software applications. The role supports the district data plan and systems roadmap by designing data structures, managing projects, and ensuring systems meet organizational needs. Additionally, the Systems Analyst provides technical support, training, and guidance to end users; ensures compliance with state and federal requirements; and maintains the security and accessibility of student and administrative data.

Knowledge, Skills, and Abilities

- **Technical Proficiency:** Knowledge of database management, relational databases, reporting tools, and various software applications and systems.
- **Educational Systems Knowledge:** Familiarity with Student Information Systems and state reporting platforms, including MSIS.
- **Regulatory & Security Knowledge:** Understanding of data privacy laws and regulations, including FERPA and COPPA, and best practices in systems security and integrity.
- **Analytical Skills:** Ability to analyze complex systems issues, evaluate solutions, and ensure data accuracy and system efficiency.
- **Project Management:** Ability to plan, coordinate, and manage multiple projects, timelines, and system implementations.
- **Communication Skills:** Ability to translate technical information into clear, user-friendly language and facilitate collaboration among diverse stakeholders.
- **Problem Solving:** Skill in troubleshooting system, software, and hardware issues and implementing effective solutions.
- **Organizational Skills:** Ability to manage data, documentation, and processes across multiple platforms and departments.
- **Adaptability:** Ability to work with frequent interruptions and changing priorities.
- **Collaboration:** Ability to work effectively with staff, vendors, and stakeholders across the district.

Minimum Qualifications

- **Education:** High School Diploma required; Associate Degree in Computer Science, Information Systems, or related field preferred; Bachelor's Degree preferred.
- **Experience:** Experience in installing, monitoring, maintaining, and troubleshooting computer systems, software, and hardware; prior experience in systems analysis or database management preferred.
- **Licensure:** Valid Mississippi Driver's License required.
- **Clearance:** Must pass background check and fingerprinting as required by the Mississippi Department of Education.

Duties and Responsibilities

- Demonstrates prompt and regular attendance.
- Serves as liaison between district systems, vendors, and end users to communicate information, resolve issues, and ensure effective system operations.
- Administers, monitors, and maintains systems and related services to ensure availability, performance, and security.
- Designs, configures, implements, and maintains systems and data structures aligned with district goals and technology plans.
- Manages and prioritizes service requests, tracks progress, and ensures timely resolution of issues.
- Develops and maintains system documentation, procedures, and service management processes.
- Conducts research on technology solutions, systems, and best practices to support continuous improvement.
- Supports data integrity through database management, validation, and quality control processes.
- Coordinates data reporting and ensures accuracy and compliance with state and federal requirements.
- Develops and delivers training and technical support to users on systems and applications.
- Establishes and maintains system security protocols, user access, and data protection measures.
- Participates in testing, implementation, and evaluation of new systems and upgrades.
- Collaborates with district staff and external partners to resolve operational and technical issues.
- Manages systems-related projects to ensure completion within timelines and budget constraints.
- Maintains records, reports, and documentation related to system performance and usage.
- Performs other job-related duties as assigned, including limited travel as required.
- Adhere to the Mississippi Educator Code of Ethics and all district policies and procedures and supports the George County School District Core Beliefs and Mission.

Reports To: Technology Coordinator

Supervises: N/A

Terms of Employment and FLSA Status

- At-Will Employment / Non-Exempt
- 240 Days Per Year

DISCLAIMER: The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees to this job.

	Employee's Printed Name
	Employee's Signature & Date
	Supervisor's Signature & Date