

**CLARKSVILLE-MONTGOMERY COUNTY SCHOOL SYSTEM
CLARKSVILLE, TENNESSEE
JOB DESCRIPTION**

Job Title: Report Analyst

Department: Technology

**Grade 494
H.P.D. 8
D.P.Y. 260**

Job Description

Date Reviewed: September 2020

Reports To: Chief Technology Officer

Purpose of Job

The purpose of this job is to help maintain student physical and emotional safety by analyzing reports provided by various technology products in a timely manner, researching items from these reports when appropriate, communicating actionable information to appropriate school administration and/or law enforcement, and effectively documenting each incident/item. The position's responsibilities require independent analysis, verbal and written communication, and problem solving. Work is performed with little supervision and requires initiative, judgment and confidentiality and the ability to process what may be disturbing, obscene or offensive material. A strong work ethic and integrity is a must as the individual needs to be able to accurately document and use time and other district resources effectively and efficiently. The duties of this position maybe performed remotely. Flexible work schedule will be required.

Essential Duties and Responsibilities

The following duties are normal for this job. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

Regularly reviews and examines reports generated by CMCSS technology on a daily basis, these reports may require review during evening hours and weekends. Daily work scheduled may require adjustment based on required after hours work.

Accurately interprets and analyzes reports using deductive and analytical reasoning to determine severity of risk and determine correct course of action.

Responsible for processing information quickly identifying patterns and responding with deductive analytical reasoning in an efficient timely manner.

Report Analyst

Works with other technology department staff as appropriate to determine and resolve problems as needed.

Interact and interpret information from software monitoring tools.

Maintains up to date knowledge on social media knowledge/ terminology and current use by student population.

Communicates the results of data analysis/data driven reports in written and verbal forms to CTO as requested.

Develops and maintains protocols for communication with school administration in regards to concerning reports.

Create and assist in development of “keyword” search to increase actionable information for reports.

Prepares and/or generates routine correspondence, letters, memoranda, forms, reports and other documents.

Uses independent judgment involving the comparison and evaluation of possible courses of conduct and acts or makes a decision after the various possibilities have been considered, including application of district policies and practices as well as local, state, and federal regulations.

Has authority and acumen to make independent choice of possible and best course of action without immediate direction or supervision.

Has authority and acumen to formulate, affect, interpret, and implement district policies and operating principles.

Practices discretion in all matters related to information received or communication shared in regards to the position or district matters.

Performs technical forensic investigations of computers, tablets, smartphones, and other electronic devices as designated by Chief Technology Officer.

Maybe required to attend virtual department meetings.

Minimum Training and Experience Required to Perform Essential Job Functions

- Bachelor’s Degree preferred, not required.
- High School Diploma (or GED) required.
- 2-4 years’ experience in Technology or equivalent career field applicable to position
- Experience with social media platforms and management tools
- Required to perform duties from home office
 - Employee will provide a broadband internet connection at their own expense to facilitate internet connectivity to CMCSS resources
 - Employee will establish a private workspace to maintain the integrity of employee and student data
 - CMCSS will provide the necessary equipment to complete the required duties

KNOWLEDGE OF JOB

Has considerable knowledge of the policies, procedures, and activities of the district and practices as they pertain to the performance of duties relating to the position. Has thorough knowledge of practices as necessary in the completion of daily responsibilities. Knows how to develop and administer operations and staff plans and objectives for the expedience and effectiveness of specific duties of the department. Knows how to keep abreast of any changes in policy, methods, computer operations, equipment needs, etc., as they pertain to department operations and activities. Able to effectively communicate and interact with supervisors, members of the general public and all other groups involved in the activities of the department. Able to assemble information and make written reports and documents in a concise, clear and effective manner. Has good organizational, human relations, and technical skills. Able to use independent judgment and work with little direct supervision when necessary. Has the ability to comprehend, interpret, and apply regulations, procedures and related information. Has comprehensive knowledge of the terminology, principles, and methods utilized within the department. Has the mathematical ability to handle required calculations. Knowledgeable and proficient with computers. Able to read, understand and interpret financial reports and related materials

**(ADA) MINIMUM QUALIFICATIONS OR STANDARDS
REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS**

PHYSICAL REQUIREMENTS: Must be physically able to operate a variety of office machines and computer equipment which includes a mainframe computer, personal computer, printer, modem, calculator, telephone, etc. Must be able to use body members to work, move, or carry objects or materials. Must be able to exert up to forty-five pounds of force occasionally, and/or up to ten pounds of force frequently. Physical demand requirements are at levels of those for active work.

DATA CONCEPTION: Requires the ability to compare and or judge the readily observable functional, technical, structural, or compositional characteristics (whether similar to or divergent from obvious standards) of data, people, or things.

INTERPERSONAL COMMUNICATION: Requires the ability of speaking and/or signaling people to convey or exchange administrative information. Includes giving assignments and/or directions to co-workers or assistants.

LANGUAGE ABILITY: Requires the ability to read a variety of informational documentation, directions, instructions, and methods and procedures related to the position. Requires the ability to understand and communicate within computer operating systems, and requires an understanding of network protocols. Requires the ability to write reports with proper format, punctuation, spelling and grammar, using all parts of speech. Requires the ability to speak with and before others with poise, voice control, and confidence using correct English and a well-modulated voice.

INTELLIGENCE: Requires the ability to learn and understand complex principles and techniques; to make independent judgments in absence of supervision; to acquire knowledge of topics related to the position.

VERBAL APTITUDE: Requires the ability to record and deliver information to supervisors and officials; to explain procedures and policies; and to follow verbal and written instructions, guidelines and objectives.

Report Analyst

NUMERICAL APTITUDE: Requires the ability to utilize mathematical formulas; add and subtract totals; multiply and divide; determine percentages; determine time and weight; and utilize statistical inference.

FORM/SPATIAL APTITUDE: Requires the ability to inspect items for proper length, width, and shape, visually with office equipment.

MOTOR COORDINATION: Requires the ability to coordinate hands and eyes while using automated office equipment.

MANUAL DEXTERITY: Requires the ability to handle a variety of items, office equipment, control knobs, switches, etc. Must have the ability to use one hand for twisting or turning motion while coordinating other hand with different activities. Must have average levels of eye/hand/foot coordination.

COLOR DISCRIMINATION: Requires the ability to differentiate colors and shades of color.

INTERPERSONAL TEMPERAMENT: Requires the ability to deal with people (i.e. staff, supervisors, general public, and officials) beyond giving and receiving instructions such as interpreting departmental policies and procedures. Must be adaptable to performing under moderate stress when confronted with an emergency related to the position.

PHYSICAL COMMUNICATION: Requires the ability to talk and/or hear: (talking - expressing or exchanging ideas by means of spoken words). (Hearing - perceiving nature of sounds by ear).

ATTENDANCE: A regular and dependable level of attendance is an essential function for this position. Attendance must be accurately documented at all times.

The Clarksville-Montgomery County School System is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the school system may provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer. Signatures below indicate the receipt and review of this job description by the employee assigned to the job and the immediate supervisor.

Employee's Signature

Supervisor's Signature

Employee's Munis Number

Date

Date