



Pittsburgh
Public Schools

EXCELLENCE
FOR ALL

The Pathway to the Promise.™

Pittsburgh Public Schools

**We Dream Big.
We Work Hard.
We Promise.**

**Systems Analyst, Technology Initiatives
Office of Teacher Effectiveness
1 Position Available**

Systems Analyst, Technology Initiatives, Office of Teacher Effectiveness

Reports to: Director, Technology Initiatives, Office of Teacher Effectiveness

Department: Office of Teacher Effectiveness

Posting Date: October 8, 2009 – Until Filled

Residency: City of Pittsburgh Residency Required

Salary Plan: Support Exempt Salary Schedule, Level 3 (\$52,147-\$62,442)

FLSA Status: Exempt

Work Year: 12 Months

Overview:

At the Pittsburgh Public Schools (PPS), we aspire to be one of America's premier school districts, student-focused, well-managed, and innovative. Working at PPS represents a unique opportunity to be at the forefront of innovation.

Our emerging work focuses on strategies to support and empower effective teachers. The plan, entitled *Empowering Effective Teachers in the Pittsburgh Public Schools*, is available at www.empoweringpittsburghteachers.com. We encourage all interested candidates to review the information on this site.

To guide the implementation of this work, PPS will create a project management office (PMO) called the Office of Teacher Effectiveness. We are seeking candidates to join our team that are enthusiastic about the opportunity to improve urban public education and have a track record of achievement in the workplace.

Position Summary:

The Systems Analyst, Technology Initiatives, Office of Teacher Effectiveness will serve as a key member on the team and support the design and implementation for the information systems initiatives detailed in the plan for *Empowering Effective Teachers in the Pittsburgh Public Schools*. The proposed systems and strategies are multi-faceted and include several transactional systems, a portal or dashboard, a data warehouse, and business intelligence (BI) engine.

This investment in technology will span multiple years and require enterprise-level decision making, management of vendors, and full life-cycle implementation of new systems and technologies. The Systems Analyst will work side by side with the Pittsburgh Public Schools Office of Information Technology and directly with the Chief Information Officer, and will be involved in all aspects of implementation including understanding current systems capabilities and gaps, designing systems requirements and specifications, determining the most appropriate systems / technology solutions, integrating new systems with existing systems, making strategy-specific enhancements to existing systems, defining data ownership and governance, and training support for new

systems. The Systems Analyst, Technology Initiatives will work closely with a Business Analyst, Technology Initiatives and with external vendors.

Qualifications:

Candidates must be enthusiastic about the fundamental goal of advancing student achievement in an urban public school district. We are a hard working team focused on results and expect the pursuit of excellence in all aspects of the organization. In addition, we are seeking candidates with:

- A capacity to solve complex problems, to manage multiple priorities, and coordinate efforts through a cross-functional team.
- Ability to quickly establish credibility among team members.
- Strong analytical and research skills including the ability to research a topic and present findings and recommendations in a well articulated presentation.
- Familiarity with the Systems Development Life Cycle (SDLC).
- Excellent verbal and written communication skills and the ability to translate business requirements into technical specifications.
- Ability to define and create software development plans, data validation, unit testing and processing requirements and translate them into development requirements and implementation plans.
- Experience in writing use cases for information systems.
- Experience with Graphical User Interface (GUI) design.
- Experience with data modeling, systems architecture and relational database design.
- Solid understanding of SQL including demonstrable programming skills.
- Comfort with Windows-Based servers and workstations.
- Bachelor's Degree in Computer Science, Information Science, Engineering or an equivalent combination of education and experience.
- A minimum of two to three years work experience in a software development and/or business environment.

Essential Responsibilities:

- The Systems Analyst will focus on technology projects detailed in the plan for *Empowering Effective Teachers in the Pittsburgh Public Schools* and will be charged with implementing the project plan with fidelity at each stage of the system development life-cycle. This includes creation of system requirements, design, development (both leading in-house development and working with 3rd party vendors), testing, implementation, and training.
- The Systems Analyst will ensure that project milestones are achieved on-time, within budget, and at high levels of quality.

- The Systems Analyst will serve as a liaison between technical staff and business stakeholders to provide business process flows and elicit user requirements to complete technical requirements for development.
- The Systems Analyst will analyze requirements to determine scope of requirement changes, enhancements, and impacts to business and application infrastructures.
- The Systems Analyst will work closely with the Director, Technology Initiatives, Office of Teacher Effectiveness to ensure alignment between technology projects and overarching goals and strategies for empowering effective teachers.
- The Systems Analyst will communicate regularly with Pittsburgh Public Schools staff and manage 3rd party vendors and partners.
- Perform other responsibilities as assigned by supervisor.

Work Environment:

Employees of the Pittsburgh Public Schools engage in the extremely important and fulfilling job of educating students in the City of Pittsburgh. Employees must believe in, value and be committed to the educability of all; must promote the school and district vision of high standards of learning and academic rigor, continuous school improvement, and the inclusion of all members of the school community; must be willing to work in a high stress environment while maintaining the energy necessary to meet the responsibilities and expectations of the position.

- Work in close collaboration with staff at multiple sites and multiple disciplines
- Frequently required to work at fast pace
- Comfort with ambiguity
- Requires considerable concentration and creativity
- Subject to stress caused by a changing environment, diversity in the organization, tight deadlines and work load.

ADA: The employer will make reasonable accommodation in compliance with the American with Disabilities Act of 1990.

This job description will be reviewed periodically as duties and responsibilities change with business necessity. Essential and marginal job functions are subject to modification.

Application Instructions:

All interested applicants must apply and attach an updated resume via the Pittsburgh Public Schools Application Process by the Posting closing date in order to be considered for a position with the Pittsburgh Public School. Please click on the appropriate link below to apply..

Current PPS Employees, please apply using the link below:

<https://apply.pps.k12.pa.us/internal>

Outside Applicants (External), please apply using the link below:

<https://apply.pps.k12.pa.us/external>

Other Information:

Certain transfers and promotions, pursuant to state legislation, may require an employee or interested applicant to obtain an Act 151 Clearance at a cost of \$10, an Act 34 State Criminal Clearance at a cost of \$10, and an Act 116 FBI Clearance at a cost of \$36 paid for by the interested applicant or employee. Negative reports will be reviewed on a case by case basis and appropriate action will be taken.

The Pittsburgh Public School District is an equal opportunity education institution and will not discriminate the basis of race, color, national origin, gender, sexual orientation, age or disability in its activities, programs or employment practices as required by Title II of ADA, Title VI, Title IX and Section 504. It is the policy of the Pittsburgh School District to make all programs, services, activities and facilities available and to provide reasonable accommodations to persons with disabilities. For information regarding accommodations, civil rights or grievance procedures, contact Ms. Tonia Suber-Hill, Manager, Employee Relations, 341 S. Bellefield Avenue, Pittsburgh, PA 15213-3516; Fax (412) 622-7968

More about the Pittsburgh Public Schools and our vision of *Excellence for All*

At PPS, we aspire to be one of America's premier school districts, student-focused, well-managed, and innovative. Our mission - *preparing all children to achieve academic excellence and strength of character, so that they have the opportunity to succeed in all aspects of life* – guides our work.

At the Pittsburgh Public Schools and are working hard everyday on behalf of the many children that we are privileged to serve. For the past three years, we have improved student achievement through the deliberate sequencing of strategies, commonly referred to as *Excellence for All*. In July 2009, Pittsburgh Public Schools became the largest school district in Pennsylvania ever to achieve the national standard for improvement: Adequate Yearly Progress (AYP).

But our ambitions are much higher, for we know that today more than ever, education defines life opportunity. The completion of not just high school, but *education beyond high school* is new standard of attainment for every student.

As a community, we have united around this goal to create game-changing conditions to promote success. The launch of *The Pittsburgh Promise* in 2008 is one example. With \$135 million in commitments already made to *The Pittsburgh Promise*, our community has eliminated money as an obstacle to higher education for at least a generation of students in the Pittsburgh Public Schools.

As the next building block in *Excellence for All*, we have developed a plan to support and empower effective teachers. Our planning has been done in collaboration with the leadership of the Pittsburgh Federation of Teachers (PFT). The plan, entitled *Empowering Effective Teachers in the Pittsburgh Public Schools*, is available at www.empoweringpittsburghteachers.com.

This is an exciting time to be a part of a great organization at the forefront of innovation in urban public education. Access to a high quality of education for all children in America is an issue of social justice. We are seeking talented individuals to join this vastly important and rewarding work.