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TO: Haysville Board of Education  
FR: Dr. Clint Schutte, Assistant Superintendent of Business/Finance  
DA: December 19, 2016  
RE: Additional Information Technologies Personnel

**History / Relevance:** The workload required to maintain and support the varying technologies throughout the district has continued to increase over the years. To continue the excellent level of customer support we are asking for an additional System Analyst I to handle both hardware support and technology application. Reductions in supplemental compensation based on changes in technology freed up roughly \$22,000 on an annual basis to be applied to this position.

**What:** We are asking for approval to hire one technology positions- System Analyst I.

**Why:** The increasing workload as technologies become more prevalent throughout the district has warranted a need for additional personnel.

**Where:** This requests will effect Informational Technologies and Learning Services.

**When:** The staffing increase will commence upon BOE approval to proceed.

**How:** The Director of Information services will take application. Upon review of the application and interviews of the candidates an offer will be made to fill the positions.

**Who:** The additional staff will work under the supervision of Director of Information Services.

**How Much:** The cost for this position is estimated between \$25,000 and \$35,000 dependent upon experience.

If you have any questions, please contact me.

Thank you for your consideration.

cls  
attch:

USD 261 EDUCATIONAL SUPPORT STAFF  
POSITION DESCRIPTION

POSITION TITLE: **SYSTEMS ANALYST I**

SUPERVISOR: Director of Information Services

PAYMENT RATE: Established by Board of Education

QUALIFICATIONS:

1. High School diploma or equivalent (Microsoft training a plus).
2. Knowledge of company supported Windows Servers and Windows desktop operating systems.
3. Maintain current TB testing as required by Health Department regulations (after employment offer is made).

ESSENTIAL FUNCTIONS:

1. Study, analyze, and understand all major software systems deemed as mission critical by the Director of Information Services.
2. Design and implement system integration and data sharing with all major systems
3. Program and code system integration systems including, but not limited to HTML, Java, PHP, Windows base COMMAND sets and applications.
4. Consult with users and evaluate requirements, recommend designs and layouts, provide cost analyses, plan short, medium, and long range projects, and coordinate tasks for installation of technologies for the purpose of providing secure, cost effective information systems tailored to the users' needs.
5. Supervise technical assistance on computer systems, networks, applications, and other technologies to ensure that all systems are performing at top efficiency.
6. Analyze and resolve technical problems for established technologies for the purpose of keeping maximum up-time.
7. Supervise technical assistance on computer systems, networks, applications, and other technologies to ensure that all systems are performing at top efficiency.
8. Help plan, test, recommend, and implement network, file server, mainframe, and workstation hardware and software for the purpose of providing secure network resources.
9. Provide network documentation, training, and guidance to computing system clients and programmers for the purpose of keeping the staff informed and trained on current systems.
10. Conduct technical research on technology upgrades and components to determine feasibility, cost, time required, and compatibility with current systems to maintain upgraded and working information systems.
11. Help maintain confidentiality with regard to the information being processed, stored, or accessed by the network for the purpose of ensuring secure data.

12. Maintain a high level of confidentiality regarding student and staff information in order to remain in compliance with legal requirements and to maintain a professional work environment.
13. Perform other duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.
14. Stay current on all production operating systems and basic applications to keep up with the increased demands of Information Technology.
15. Provide proactive communication and notification to staff of pending or upcoming problems, outages, or other service issues in order to provide courteous and timely assistance to staff.
16. Maintain a high level of confidentiality regarding student and staff information in order to remain in compliance with legal requirements and to maintain a professional work environment.
17. Perform other duties as assigned.

**PHYSICAL REQUIREMENTS/ENVIRONMENTAL CONDITIONS:**

1. Occasionally requires physical exertion to manually move, lift, carry, pull or push heavy objects or materials.
2. Occasional stooping, bending or reaching.
3. Requires prolonged sitting or standing, and use of equipment including repetitive motions and computer eye fatigue.
4. Must occasionally work in noisy and crowded environments, with numerous interruptions.
5. Must be able to work independently without continuous supervision.

**TERMS OF EMPLOYMENT:**

At will

**PERFORMANCE REVIEW:**

Performance effectiveness evaluated in accordance with Kansas Statutes and Board of Education Policy.