



OFFICE OF HUMAN RESOURCES

Job Information	
Job Title: <i>Analyst I, Online Programs</i>	Last Revised/Approved: <i>01/31/2018</i>
Job Code:	Reports To: <i>Curriculum Specialist IV</i>
Office: <i>Office of Academics</i>	Department: <i>Gifted and Talented</i>

Compensation Information	
Pay Grade:	Pay Range:
FLSA Status: <i>Exempt</i>	Term of Employment: <i>FT</i>

Position Summary/Purpose:

Builds applications that efficiently and securely distribute data related to a variety of the Advanced Learning programs

Core Competencies:

- Decision Quality and Problem-Solving
- Communication and Customer Service
- Professionalism
- Equity, Access and Inclusion

Essential Functions:

An essential function is a duty or responsibility that is fundamental to the job — a critical, or basic component of that job. An essential function cannot or should not be assigned elsewhere.

Note: An Essential Function must meet the following criteria:

- ✓ *Does the job exist to do this function?*
- ✓ *Would taking this function from the job fundamentally change the job?*
- ✓ *Would there be significant consequences if this function were not performed?*
- ✓ *Can other employees do this function if necessary?*
- ✓ *How much time per week is spent doing this function?*
- ✓ *Do people in similar positions elsewhere do this function?*

- Builds applications that efficiently and securely distribute data related to a variety of the Advanced Learning programs to include maintaining and integrating data between Milwaukee Public Schools (MPS) and program specific data systems.
- Oversees development and maintenance of registration and enrollment system.
- Oversees the transfer of legacy data and data systems to new providers, storage systems and processes. Oversees maintenance of internal data system.
- Develops web applications for communication, reporting and graphic representations.
- Develops K-12 advanced learning, interactive curriculum and training media for distance learning use.
- Oversees the functionality of the LMS (Moodle) and interactions with external web-based data systems.
- Develops activity-based, multi-media units for online instruction for K-12 advance learning programs which embody cultural responsive practices.
- Identifies learning-related issues, such as content sequencing, flow of information and relevancy of media, and quickly develops and implements effective solutions.
- Investigates portability of activity units across multiple platforms (Online, Telepresence, etc.).

- Manages outreach communication and marketing to maintain and increase awareness for the Advanced Learning projects.
- Develops video and multi-media units for promotion and recruitment of MPS's Advance Learning options.
- Produces communication materials which convey a strong sensitivity to multicultural and diversity issues, interpretations, and sensitivities.
- Oversees distribution of promotion and instructional units.
- Evaluates demographic data and suggests strategies for web and other electronic outreach. Oversees web development.
- Assists with oversight, development and maintenance of internal financial systems associated with program.
- Actively supports the MPS Strategic Plan.
- Performs other duties as assigned.

Job Requirements:

Education Requirements:

- A bachelor's degree in Computer Science, Marketing or a related field is required.

Experience Requirements:

- Five or more years of work experience in instructional design, graphic design, education or marketing is required.
- Experience working with urban youth is desired.

Knowledge, Skills and Abilities:

- Effective presentation and facilitation skills; excellent interpersonal, analytical, and oral and written communication skills.
- Experience developing materials for multi-media and activity-based curriculum modules and Learning Management Systems (Moodle, Blackboard, etc.).
- Experience developing data systems for reporting and statistical analysis and experience developing relational and web-based databases a plus.
- Knowledge of web Content Management Systems (CMS) for web development.
- Experience as an Interactive Designer, providing UI (User Interface) and UX (User Experience) to developed online applications.
- Ability to apply marketing principles to organize and maintain a standardized and unified message continuity.
- Experience developing web and social media strategies.
- Ability to produce communication materials which convey a strong sensitivity to multicultural and diversity issues, interpretations, and sensitivities.
- Excellent problem solving and crisis management skills.
- Experience with Technical Writing is a plus.
- Previous experience developing and delivering professional development is desired.
- Must have excellent planning and organizational skills.
- The ability to gather data, compile information and prepare comprehensive reports is required.

Working Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

- Typical office or school environment
- Position may be required to work additional hours, outside of the normal business day as a regular part of the job
- Frequently required to travel around the city of Milwaukee and occasionally travel out of town

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job with or without reasonable accommodation.

Equal Opportunity:

It is the policy of the District that persons seeking employment with the District shall not be discriminated against in employment by reason of their age, race, creed, color, religion, handicap or disability, pregnancy, marital or parental status, sex, citizenship, national origin, ancestry, sexual orientation, arrest record, conviction record, military service, membership in the National Guard, state defense or reserves, political affiliation, use or nonuse of lawful products off the employer's premises during nonworking hours, declining to attend a meeting or to participate in any communication about religious matters or political matters, the authorized use of family or medical leave or worker's compensation benefits, genetic information, physical, mental, emotional or learning disability, or any other factor protected by local, state or federal law in all employment practices including terms, conditions and privileges of employment.

Reasonable accommodations shall be made for qualified individuals with a disability, unless such accommodations would impose an undue hardship on the District. Requests for accommodations under the Americans with Disabilities Act or under the Wisconsin Fair Employment Act must be submitted to the Employee Rights Administration Department in the Office of Human Resources.