

Rocklin Unified School District

2615 Sierra Meadows Drive, Rocklin, CA 95677
(916) 624-2428 / www.rocklinusd.org



Job Description

POSITION TITLE: Student Information Systems Analyst

SALARY PLACEMENT: Confidential Salary Schedule – 4A-G
12 Month Classified Calendar

SUMMARY:

Under the direction of the Senior Data and Student Information Specialist, the Student Information Systems Analyst performs technical, operational, and analytical duties related to maintaining and supporting student data systems, including Student Information Systems (SIS), California Longitudinal Pupil Achievement Data System (CALPADS), data analytics tools, the California School Dashboard, and other educational data platforms.

This position is responsible for supporting the accuracy, integrity, and effective use of student data across the district. Responsibilities include maintaining student information systems, performing data entry and validation, supporting state and federal reporting requirements, assisting with dashboards and data analysis, and providing technical support and training to school sites and district departments.

The Analyst performs independent analytical work related to student data systems, reporting, and compliance requirements, exercising judgment in interpreting reporting guidelines, identifying data discrepancies, and improving data practices. The position supports Educational Services leadership and school sites by providing accurate data, meaningful analysis, and guidance on the appropriate use of student data systems to support informed decision-making.

SUPERVISOR:

This position reports to the Senior Data and Student Information Specialist.

ESSENTIAL DUTIES AND RESPONSIBILITIES: The essential duties and responsibilities for this position include, but are not limited to, the following:

1. Enter, update, audit, and maintain student records in the district Student Information System (Aeries), ensuring accuracy, completeness, and compliance with district, state, and federal requirements
2. Perform CALPADS data entry, extracts, uploads, validations, and corrections in accordance with established procedures and reporting timelines
3. Compile and generate data file submissions for local, State, and Federal assessment reporting; create student and staff ID logins or files for various purposes of testing and data integrity.
4. Coordinate loading, verifying, importing, exporting, and overall access for student and staff to the California Assessment of Student Performance and Progress (CAASPP) platform.
5. Support school sites by responding to data-related questions and assisting with enrollment, attendance, scheduling, grades, and student program data issues
6. Provide technical support and guidance to site clerical staff and administrators regarding SIS data entry procedures, system functionality, and reporting processes
7. Collaborate with District departments, leadership, and external stakeholders to support data related initiatives, explain data outcomes, and ensure alignment with District goals.
8. Provide support, troubleshooting, and technical assistance for District communication platforms, including student and family notification systems; coordinate with Technology Services and site staff to resolve platform issues, manage user access, and ensure reliable delivery of district communications
9. Identify and resolve data discrepancies, perform complex data corrections and reconciliations, and work with school sites to maintain data integrity across student data systems
10. Assist with preparation of student data files and reports for state and federal reporting, assessments, accountability measures, and district operational needs

11. Under the direction of the Senior Data and Student Information Specialist, support CALPADS submissions, certification activities, and other critical reporting cycles
12. Assist in identifying data quality issues and implementing process improvements to enhance accuracy, efficiency, and consistency of student data practices
13. Maintain documentation and established procedures related to student data management, reporting, and system use
14. Assist with user account setup, permissions, and access management within student data systems as assigned
15. Assists in fulfilling public records requests and compliance-related data inquiries by preparing accurate, well-documented reports and summaries.
16. Train and support school site staff on student data systems, including SIS data entry, CALPADS processes, and reporting procedures
17. Provide advanced technical support for escalated SIS issues impacting school sites and district reporting processes
18. Perform independent analysis of student data across multiple systems to identify trends, anomalies, compliance risks, and data quality issues
19. Interpret state and federal reporting requirements (including CALPADS, assessment, and accountability metrics) and apply them to district data practices and procedures
20. Develop and maintain reports, data extracts, and dashboards to support Educational Services leadership, site administrators, and district planning efforts
21. Serve as a subject-matter resource to school sites and departments by explaining data outcomes, reporting logic, and compliance implications
22. Participate in audit preparation, certification reviews, and data validation activities, including researching discrepancies and recommending corrective actions
23. Assist in the development, documentation, and refinement of data standards, procedures, and workflows to improve consistency and accuracy
24. Collaborate with the Senior Data and Student Information Specialist to support reporting cycles, system enhancements, and implementation of new data requirements
25. Support analysis related to enrollment, attendance, assessment participation, and program data to inform instructional and operational decision-making
26. Perform other related duties as assigned

KNOWLEDGE OF:

- Student information systems and educational data platforms (Aeries)
- CALPADS reporting requirements and student data compliance standards
- Data entry standards and data quality control practices
- Data analysis techniques and reporting tools
- Dashboard and analytics platforms (e.g., EduClimber or similar systems)
- Office software including spreadsheets, databases, and reporting tools
- Applicable student data privacy laws and regulations

ABILITY TO:

- Analyze and interpret complex student data and reporting requirements
- Maintain accurate and detailed records while working with large data sets
- Communicate technical information clearly to school sites and district staff
- Provide training and support related to student data systems
- Work independently while managing multiple reporting deadlines
- Maintain confidentiality of student and district data
- Learn and adapt to evolving state reporting requirements and district systems

EDUCATION:

Equivalent to two years of college coursework in information systems, education, or a related field.

EXPERIENCE/TRAINING:

Three (3) or more years of progressively responsible experience supporting student data systems, reporting, and analysis, including demonstrated experience performing independent data analysis, interpreting reporting requirements, and supporting district- or department-level decision-making

- *Relevant job experience in a related field may be substituted for Education or specific platform proficiency.*

CERTIFICATES, LICENSE, REGISTRATIONS:

Valid California Driver's License.

PHYSICAL REQUIREMENTS:

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Sits for extended periods; frequently stands and walks; stoops and crouches to pick up and move objects; ability to lift 50 pounds or carry object weighing over 25 pounds; normal manual dexterity and eye-hand coordination; corrected hearing and vision to normal range; verbal communications; use of office equipment including computers, telephones, calculators, copiers, and FAX.

Medical Category I:

1. Position requires normal physical strength and endurance for standing, sitting, bending, or walking.
2. Work assignments are normally located in a work environment with light physical work and requires light physical effort.
3. Lifting 50 pounds maximum or carrying any object weighing over 25 pounds.

WORK ENVIRONMENT:

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee frequently works in indoor environmental conditions. The employee is occasionally exposed to video display and occasionally works evenings and on weekends. The employee occasionally uses a personal vehicle for work-related travel. The noise level in the work environment is usually moderate.

Adopted: April 22, 2026

The Rocklin Unified School District is committed to equal opportunity for all individuals. District programs, activities and services shall be free from unlawful discrimination, harassment, intimidation, and/or bullying based on actual or perceived characteristics of race, color, ancestry, nationality, immigration status, age, ethnicity, religion, marital status, medical information, mental or physical disability, sex, sexual orientation, gender, gender identity, gender expression, genetic information, or any other legally protected status or association with a person or group with one or more of these actual or perceived characteristics. For inquiries/complaints, contact our Director of Secondary School Programs or Director of Personnel Services at (916) 624-2428 or by email at titlexcoordinator@rocklinusd.org.

The Rocklin Unified School District maintains a tobacco-free, drug-free environment.