

Definition:

This position is under the general supervision of the Chief Academic Officer of Information, Assessment and Technology Services, and under the direct supervision of Director of Information and Technology Services. Compiles, maintains, extracts and uploads data in current district and state systems, provides training and documentation for staff, performs customization of object/custom reports, and oversees major functions in the Student Information System SIS (master scheduling, EOY, Roll over).

Essential Job Duties:

The following tasks are essential for this position. Incumbents in this classification may not perform all of these tasks, or may perform similar related tasks not listed here.

1. Install new software and updates for various programs.
2. Create a variety of custom reports, labels and data files, object reports
3. Review and revise procedures, forms and routines for the department as it applies to software implementation, coordination, and upgrades.
4. Sets up new accounts and security roles and administration.
5. Assist in the evaluations of proposals for new services and directions for ITS.
6. Prepare training and conduct training for users and prepares a variety of written materials (e.g. training documents, system documentation, procedures, etc.) for the purpose of documenting procedures, providing written reference and/or conveying information
7. Conducts and attends meetings as assigned to convey and/or gather information and communicates regularly with administration.
8. Coordinates, analyzes, and maintains database systems and back up data, such as, but not limited to, the SIS, automated calling system, and professional development systems.
9. Performs web based customization and coding using, but not limited to, HTML, CSS, SQL, etc.
10. Configure and perform EOY rollover and configure new year in the SIS and assist school personnel changes/updates.
11. Represents the district as the coordinator for CALPADS (California Longitudinal Pupil Achievement Data System) (or other related system) including attending trainings, webinars, consulting with other districts and researching COE websites and as the CDE contact for CALPADS.
12. Administrates all aspects of CALPADS, CBEDS and associated programs and databases as required, provides technical assistance to staff, and completes audits, certification as required by local, regional, county, state, and federal agencies
13. Oversees all aspects of the Student Information System (SIS) including but not limited to, course titles, calendars, attendance codes, bell schedules, sections, terms, grade reporting, etc.
14. Other related duties as assigned.

Minimum Knowledge, Skill and Ability:**Knowledge of:**

- CALPADs reporting or other equivalent state/federal data collection system
- Advanced Excel, SQL, Crystal Reports or equivalent programs
- Accurate recording keeping and knowledge of user security

- Current laws regarding student and staff privacy, including, but not limited to HIPPA, SOFFIA, CIPA, COPA
- Methods and procedures used database maintenance.
- Methods and procedures used in a business office.
- General features of electronic data processing equipment and procedures.

Skill and Ability to:

- Analyze problems, provide diagnostic checks, identify alternate solutions, and take appropriate action
- Work independently, using good judgment in establishing priorities and keeping administration and users appropriately informed
- Provides a positive customer service oriented level of support
- Produce documentation and train staff.
- Work with a team to complete tasks on time and accurately
- Schedule and perform work to meet established timelines.
- Maintain professional confidentiality.
- Work harmoniously with school/district personnel, supervisors and departments.

Training and Experience:

An AA degree in Computer Science, Business Administration, Accounting or related field, or college-level a minimum of 15 units of coursework in information systems, computer sciences, and/or software development from an accredited college/university, and/or equivalent work experience, certifications or coursework in Excel, Crystal Report and/or Access. Highly recommended that the applicant possess an A+ certificate. Highly recommended that the applicant has completed CALPADs training through CSIS/FCMAT (this training is free).

Physical Requirements and Working Conditions:

- Require vision (which may be corrected) to read small print.
- Require the mobility to stand, stoop, reach and bend. Require mobility of arms to reach and dexterity of hands to grasp and manipulate small objects.
- Require the ability to stand for long periods.
- Require the ability to walk long distances.
- Perform work which involves the frequent lifting, pushing and/or pulling of objects which may weigh approximately 20 pounds and may occasionally weigh up to 50 pounds with appropriate lifting techniques.
- Is subject to inside environmental conditions.
- May be required to work at a computer terminal for prolonged periods.
- Must possess a valid California driver's license and be insurable.
- May be required to take and pass a physical examination.
- Will be required to have live scan fingerprinting completed and cleared prior to beginning work.

Range: 38

PHYSICAL REQUIREMENT INFORMATION

Physical Demands:	HPD = Hrs. Per Day		
	Rarely (0 – 1.5 HPD)	Occasionally (1.5-3 HPD)	Frequently (3 – 6 HPD)
Sitting			X
Standing		X	
Walking		X	
Bending (neck)			X
Bending (waist)	X		
Kneeling	X		
Reaching	X		
Stooping	X		
Crawling	X		
Twisting (back & neck)	X		
Climbing	X		
Pushing/Pulling	X		

		Lifting			Carrying	
	Rarely (0 – 1.5 HPD)	Occasionally (1.5 – 3 HPD)	Frequently (3 – 6 HPD)	Rarely (0 – 1.5HPD)	Occasionally (1.5 – 3 HPD)	Frequently (3 – 6 HPD)
0 –10 lbs.		X			X	
11- 25 lbs.		X			X	
26- 50 lbs.	X			X		

Mental Demands:	Rarely (0 – 1.5 HPD)	Occasionally (1.5 – 3 HPD)	Frequently (3 – 6 HPD)
Problem Solve			X
Make Decisions			X
Supervise	X		
Interpret Data			X
Organize			X
Write			X
Plan			X
Multi-Task			X

Equipment Use:	Rarely (0 – 1.5 HPD)	Occasionally (1.5 – 3 HPD)	Frequently (3 – 6 HPD)
Telephone		X	
Copier	X		
Computer			X
Fax Machine	X		
Radio	X		