

Rocklin Unified School District

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



Job Description

POSITION TITLE:	Senior Data and Student Information Specialist
SALARY PLACEMENT:	Rocklin Administrative Professional Association (RAPA) Administrative Salary Schedule

SUMMARY:

Under the direction of the Chief Technology Officer and Assistant Director of Data, Assessment, School Programs, and Accountability, the Senior Data and Student Information Specialist provides districtwide leadership for student data systems, assessment, reporting, and evaluation. This position serves as the primary authority on student information systems, assessment data, and regulatory reporting, ensuring data integrity, compliance, and effective use of data to support instructional decision-making and district accountability efforts. The position supervises members of the Data Services Team and serves as a strategic partner to Educational Services, Special Education, and site administration.

The Senior Data and Student Information Specialist works in close partnership with the Chief Technology Officer and Assistant Director of Data, Assessment, School Programs, and Accountability to build internal team capacity, strengthen operational resilience, and ensure the reliability, integrity, and scalability of student data, assessment, and reporting systems that directly support instruction, accountability, and district operations. This role serves as a critical bridge between day-to-day Student Information System (SIS) operations and higher-level data governance, compliance, and analysis, ensuring the district can successfully manage increasingly complex, integrated, mission-critical data and reporting requirements.

SUPERVISOR:

This position reports to the Chief Technology Officer and Assistant Director of Data, Assessment, School Programs, and Accountability.

DISTINGUISHING CHARACTERISTICS

This position is distinguished from the Student Information Systems Specialist in that it:

- Exercises greater independent judgment and decision-making authority over districtwide student data, assessment, and reporting systems
- Holds system-level responsibility for data and compliance processes that directly impact district accountability, funding, and instructional operations
- Leads data governance, validation, and certification activities rather than focusing on routine data entry and reporting
- Serves as the district's primary authority and liaison for CALPADS, state and federal reporting, and assessment systems
- Provides supervision, mentoring, and capacity-building for Student Information Systems technical staff
- Leads districtwide integration, standardization, and improvement of student data and assessment systems beyond day-to-day system maintenance

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

LEADERSHIP & MANAGEMENT

1. Provide direct supervision, training, and performance management for Student Information Systems Technician(s).
2. Establish workflows, timelines, and quality-control standards for Student Information Systems (SIS), California Longitudinal Pupil Achievement Data System (CALPADS), and assessment reporting.

3. Serve as district lead for student data governance, integrity, and compliance.

STUDENT INFORMATION SYSTEMS & COMPLIANCE

4. Oversee districtwide student data systems including SIS and CALPADS; ensure accuracy and compliance with state and federal reporting requirements.
5. Direct and certify CALPADS submissions; serve as district CALPADS Administrator.
6. Act as liaison with California Department of Education (CDE), Placer County Office of Education, and software vendors.
7. Interface with county and regional assessment specialists, to keep abreast of technologies and emerging trends in student data analysis, for the purpose of providing additional information and/or recommendations to address a variety of program related requirements.

ASSESSMENT, EVALUATION & REPORTING

8. Lead coordination and administration of state and local assessment systems (CAASPP, interim assessments, local benchmarks).
9. Oversee creation and maintenance of student and staff assessment files, test registrations, and access controls.
10. Design, analyze, and interpret complex data reports to support district accountability, LCAP, program evaluation, and continuous improvement initiatives.

DATA STRATEGY & CROSS-DEPARTMENT COLLABORATION

11. Partner with Educational Services, Special Education, Technology, and school administrators to align data systems with instructional and operational needs.
12. Translate complex data into clear, actionable insights for leadership, sites, and governing board presentations.
13. Develop and maintain documentation, procedures, and training materials related to data systems and reporting.

PROFESSIONAL PRACTICE

14. Monitor changes in state and federal data, assessment, and accountability requirements.
15. Recommend system improvements, automation opportunities, and best practices.
16. Prepare written materials (e.g. reports, memos, letters, etc.) for the purpose of documenting activities and providing instructions to others.
17. Travels to participate in meetings, workshops and seminars for the purpose of conveying, presenting and/or gathering information required to perform functions.

OTHER DUTIES

18. Attends professional development activities to remain current on emerging technologies and best practices.
19. Performs other related duties as assigned in support of district operations and strategic initiatives

KNOWLEDGE:

- Student information systems (Aeries preferred)
- CALPADS and state/federal reporting requirements
- Educational assessment principles and practices
- Data governance, validation, and compliance
- Research methods, data analysis, and reporting
- Applicable education codes, laws, and regulations
- Oral and written communication skills
- Interpersonal skills using tact, patience, and courtesy

ABILITY TO:

The following personal characteristics and skills are important for the successful performance of assigned duties.

- Lead and oversee districtwide student data, assessment, and reporting systems in a complex, multi-site K–12 environment, exercising independent judgment and discretion
- Supervise, mentor, and develop technical staff; establish priorities, assign work, and build internal capacity to ensure continuity of operations
- Analyze complex, multi-source datasets; identify trends and risks; and translate findings into clear, actionable information for district leadership and instructional teams

- Direct CALPADS certification, assessment data submissions, and compliance activities with a high level of accuracy and accountability
- Develop, implement, and enforce data governance standards, procedures, and documentation to ensure data integrity and consistency
- Coordinate effectively with Educational Services, Special Education, Technology Services, site administration, vendors, and external agencies
- Manage multiple concurrent reporting cycles and projects, meeting regulatory deadlines while maintaining confidentiality and data security

EDUCATION:

Bachelor’s Degree in related fields preferred or any combination of experience and education which would provide required knowledge and abilities to qualify. A combination of education, training, and progressively responsible work experience directly related to student data systems, assessment, and reporting may be substituted for the degree requirement.

EXPERIENCE/TRAINING:

Five (5) or more years of increasingly responsible experience in student data systems, assessment, or educational data analysis including:

- Demonstrated experience supporting or leading state and federal reporting and compliance activities (e.g., CALPADS, assessment reporting)
- Experience analyzing and interpreting complex, multi-source data to support instructional, operational, or accountability decisions
- Experience coordinating with school sites, district departments, and external agencies on data-related initiatives and reporting timelines
- Prior leadership or supervisory experience preferred
- K–12 public school experience highly desirable

CERTIFICATES, LICENSE, REGISTRATIONS:

Valid California Driver’s License.

Certification expectations for this position reflect its senior-level, integration-focused scope and differ from entry- or mid-level Technology Systems Administrator roles, which emphasize platform operation and support rather than system integration and engineering responsibilities.

Substantial, relevant professional experience in enterprise systems administration, systems integration, cloud platforms, automation, or data integration may be considered in lieu of specific certifications. The District recognizes equivalent hands-on experience, demonstrated technical competency, and successful delivery of complex systems projects as acceptable alternatives to formal certification.

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

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to sit, stand, walk, use hands, and reach with hands and arms. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

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 work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodation 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 titleixcoordinator@rocklinusd.org.

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