

BRIEF DESCRIPTION OF POSITION

Under the direction of the Director of Learning Support Services, the Coordinator Student Data Systems will provide a programmatic understanding that ensures accurate data is captured within and reported from the District's Student Information System to local state and federal data reporting systems. These data include but are not limited to importing student information system data from partner school districts; teacher gradebooks and grade submissions; as well as site and District academic and demographic data necessary to analyze student achievement and inform instruction. The Coordinator Student Data Systems will also insure the programmatic accuracy of student data reporting in the California Longitudinal Pupil Achievement Data System (CALPADS), including, but not limited to: high school course codes and related teacher credentialing information, fiscal reporting for unduplicated student populations, Individualized Education Program (IEP) reporting, and California School Dashboard student performance data submissions, and future state-wide data systems as they are developed. The CSDS will also ensure the accuracy of data reporting required for Federal Program Monitoring and the Office of Civil Rights.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- a. Promotes the effective integration of student data into educational and operational practices within the district.
- b. Develops the District Data Reporting and Data Submission calendar
- c. Designs, implements, and maintains processes for accurate submission of data into District systems.
- d. Designs, implements, and maintains processes for accurate submission of data into State and Federal Systems
- e. Defines and implements best practices for security of student data and integrity of student privacy.
- f. Analyzes and resolves problems related to errors in data reporting
- g. Convenes site and District meetings to discuss data input processes, reporting, and analysis.
- h. Provides program information to data base administrators, programmers, and research and accountability technicians as well as technical assistance to site personnel regarding student demographic and student performance data reporting.
- i. Collaborates to order tests and upload testing information for college readiness assessments
- j. Collaborates with Business Services to ensure the programmatic accuracy of unduplicated student reporting
- k. Collaborates with Human Resources to ensure accuracy of credential and years of service reporting
- l. Provides professional development and training on the District's Student Information System and CALPADS
- m. Prepares and maintains accurate timelines, process diagrams, flow charts, graphic presentations, and narrative reports regarding all District data reporting
- n. Collaborates with Teachers to develop processes for examining student data to inform instruction
- o. Collaborates and provides input to the evaluation of classified data team staff
- p. Performs related duties as required.

KNOWLEDGE AND ABILITIES

Knowledge of:

- Student Information Systems
- California Longitudinal Pupil Data Systems (CALPADS)

- California School Dashboard – CA School Accountability System
- Analytical, research, problem solving skills, and data systems analysis
- Project management procedures and techniques.
- State and Federal laws and regulations relating to student data protection and privacy
- Desktop computer hardware and software; including operating systems and application software.
- Current trends, techniques, and general principles in educational technology and student information systems.
- Auditable definitions of unduplicated student populations.
- Effective classroom instruction and use of student data to inform instruction.
- High School coursework, High School graduation requirements, UC a-g requirements
- High School programs, including Categorical Programs, Special Education, Career Technical Education, and Educational Technology

Ability to:

- Communicate effectively verbally and in writing.
- Prepare user guides and a variety of reports.
- Works with minimal supervision to meet user needs.
- Effectively support the appropriate capture and reporting of student data by District employees.
- Operate a variety of computer peripheral equipment including desktop and laptop computers as well as associated software.
- Perform arithmetic calculations accurately.
- Plan, organize, and prioritize assigned tasks and functions efficiently in stressful situations.
- Establish and maintain effective work relationships in the performance of required duties.

REQUIREMENTS

EDUCATION AND EXPERIENCE

- Education: A Bachelor's degree from a college or university with accreditation from one of the seven regional agencies authorized by the U.S. Department of Education.
- Experience: Four or more years of progressive, directly related experience, in one or more of the following: education data management, classroom instruction, District level data reporting, state and federal student data submissions.

CERTIFICATION AND LICENSING

- Valid California Teaching Credential
- Valid California Administrative Credential (preferred)
- Possession of a valid Class 3 California driver's license

PHYSICAL CHARACTERISTICS

Seeing to drive and to inspect computer screens and output, hearing and speaking to provide training and to communicate with District staff, sitting for extended periods of time, walking, bending and reaching to retrieve and file records, dexterity of hands and fingers to operate computer equipment, perform lifting, pushing and/or pulling which does not exceed 50 pounds and may be required to use personal vehicle in the course of employment, may be required to work at a video display terminal for prolonged periods.

WORKING CONDITIONS

Data Processing Center environment; subject to temperature variation and occasional noise from fans and computer equipment.