PURPOSE STATEMENT: Under the direction of the Director-Information Technology, provide support to end users of required student and personnel data for the California Longitudinal Pupil Achievement Data System (CALPADS); provide data and develop new reports, queries; support teacher and student access to online programs; provide State mandated testing pre-identification and assessment results; provide information to testing vendors and other District personnel.

ESSENTIAL FUNCTIONS:
Manage student assessment data in student information system and assessment system; submit, verify and certify CALPADS data; resolve anomalies and contact other Districts and LUSD departments and sites to verify and correct data; review CALPADS certification reports; analyze and compare data in CALPADS and Student Information Systems for accuracy.

Support teacher and student access to Clever and Reading Plus; resolve technical issues related to programs; provide backup support for Aequitas Student Information System and textbook online programs; assist users with assessment results for the purpose of providing information to various personnel; assist with managing, disseminating and reporting assessment data results; provide student performance results for internal and external use and in compliance with State and federal requirements.

Manage and respond to District data requests for SARC, LCAP dealing with data on CTE participation, AP enrollments, grades, UC A-G requirements, CELDT and RFEP; manage individual data requests from sites or District for data on or for WASC, AVID, suspensions, EL enrollment, RFEP, pre-registration numbers, math grades and LUSD Middle School Placement Cards.

Communicate with outside software vendors and others; obtain information and resolve problems; communicate with State, federal and other governmental agencies; meet assessment data and submission reporting requirements.

Participate in meetings, workshops and trainings; convey and gather information required to perform job functions; prepare written materials including procedures, instructions, memos and letters; document activities; provide written reference; convey information as required.

Produce a variety of system and mandated reports and report options including mailing labels, student reporting, testing results and State reporting; ensure proper compliance with site, District and State requirements.

Respond to user request for reports and queries including assessment, pre-ID, attendance records, student records, personal data and students and ASB awards; provide specialized reports and disseminate information.

Work with IT personnel on system integrity and maintenance functions; ensure student data security and access.

OTHER FUNCTIONS:
Perform related duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES:

KNOWLEDGE OF:
Student information system, spreadsheet and data processing systems.
Graduation requirements, high school curriculum and other school policies related to the enrollment of students.
Operation of a computer and assigned software.
Operation of a variety of standard office equipment.
Interpersonal skills including tact, patience and courtesy.
Oral and written communication skills.
Correct English usage, punctuation, spelling and grammar.
Statistical record-keeping and report-writing techniques.

ABILITY TO:
Perform a variety of technical duties in the management of the student information database for LUSD.
Create and maintain master school and student database for information and analysis.
Ensure accuracy of data input and management.
Coordinate departments to comply with project time lines throughout the school year.
Manage the accuracy of the database to compile statistical reports.
Type or input data at an acceptable rate of speed.
Maintain confidentiality of student information.
Establish and maintain cooperative and effective working relationships with others.
Prepare comprehensive statistical reports.
Prioritize and schedule work.
Meet schedules and time lines.
Verify accuracy of data input and output.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school supplemented by college-level coursework in information systems management, computer science or a related field and three years of experience operating a computerized information system in a school environment with experience using MS Excel, MS Access and experience with database management and data structures in a K-12 education environment.

WORKING CONDITIONS:

ENVIRONMENT:
Indoor/Office environment.
Constant interruptions.

PHYSICAL DEMANDS:
Hearing and speaking to exchange information.
Seeing to read a variety of materials.
Sitting for extended periods of time.
Bending at the waist, kneeling or crouching to file materials.
Generally the job requires 80% sitting, 10% walking and 10% standing.

FLSA Status: Non-Exempt
Approval Date: 8/17/2011
Personnel Commission First Reading: 8/16/18
Personnel Commission Approval: 9/20/18
Salary Range: Classified 45 (Approved 2/13/18)