

JOB DESCRIPTION
San Diego County Office of Education

Senior Program Specialist, Early Education Data Reporting

Purpose Statement

The Senior Program Specialist, Early Education Data Reporting, is responsible for planning, facilitating, and implementing policies and procedures for San Diego County Office of Education (SDCOE) Early Education program staff on assigned local, state and federal reporting systems to ensure compliance with mandated timelines for county-wide early education data reporting.

Essential Functions

- Manages early education data project life cycles, in web-based and local database systems, including internal database design setup requirements, needs of internal/external users (SDCOE staff, school districts, private early education providers, program subcontractors, etc.), grant funders, and state and federal agencies.
- Designs systems process flow and provides development team with detailed documentation outlining system security, external data reporting requirements, case validation, and content page design.
- Develops and delivers trainings to SDCOE Early Education staff on the operation and maintenance of local Quality Rating and Improvement Systems (QRIS), Special Education Information System (SEIS) and California Longitudinal Pupil Achievement Data System (CALPADS) data and other electronic state and federal reporting systems as needed.
- Responds to inquiries from San Diego County Office of Education (SDCOE) programs, school districts, and other stakeholders regarding state and federal early education data reporting requirements.
- Maintain historical archive of all submitted data in a manner to allow for historical data for analyses, audits, and comparisons to current data.
- Develops data migration tools and processes to facilitate inter-system synchronization between student management systems, assessment data systems, internal data systems, and state and other funder data systems.
- Researches, develops, and presents grant information for the purpose of securing alternative funding.
- Manages data and system flow to meet contract requirements, including scheduling, interfacing with local and state level funders, leading specialized teams, defining workflow, creating processes, producing deliverables and ensuring all contract requirements are met and within budget.
- Ensures that assigned early education student information systems meet legal data confidentiality, audit, and archiving requirements.

- Develops procedures and best practices resources related to assigned local, state and federal reporting systems, to assist users with meeting local, state, and federal compliance guidelines.
- Develops and supports the early education student information system data user community, documenting and sharing successes, and engaging data partners, organizations and key field experts.
- Works with internal and external stakeholders to design, develop, and submit data reports, and coordinates the review of data and data corrections to ensure compliance with reporting guidelines.
- Collaborates with non-LEA funders, district and building administrators, a variety of committees, etc. (e.g. on-line media, technology, etc.) for the purpose of serving as a liaison and resource, identifying training needs and/or coordinating professional development in area of data management and technology support to the early education community and LEA based administrators.
- Researches and analyzes the early education data reporting needs of school districts and non-LEA Early Learning and Care providers and funders, to make recommendations for process and system improvements.
- Participates in assigned early education data reporting systems testing as needed, including developing test plans, data, and procedures, to validate the accuracy of system output.
- Maintains current knowledge of legal and legislative mandated reporting requirements, and reviews and revises reporting policies and procedures to ensure compliance with local, state and federal guidelines.
- Monitors CDE and other sources for changing and emerging technical and data requirements related to assigned early education data reporting systems, and the CA-QRIS Common Data Elements report; and revises policies and procedures accordingly to maintain compliance.
- Advises senior management of operational processes necessary for accuracy and recommends policies, procedures, and/or actions on issues that relate to in assigned data reporting systems.
- Communicates regularly with stakeholders regarding all assigned mandated reporting timelines and requirements.
- Prepares a wide variety of written materials for documenting activities, providing reference, conveying information, and complying with established reporting requirements.
- Supervises classified support staff as assigned to enhance productivity of staff and ensure program outcomes are achieved.

Other Functions

Performs other related duties as assigned.

Job Requirements: Minimum Qualifications:

Skills, Knowledge and Abilities:

SKILLS to:

Use pertinent software applications;
Perform standard bookkeeping and fiscal projections;
Plan and manage projects; preparing and maintaining accurate records;
Classify and interpret data and/or information.

KNOWLEDGE of:

Project management concepts, techniques, and methodologies;
Principles and practices of database management;
Early Education student information system operations;
Federal and state student records requirements and applicable codes;
SEIS and CALPADS reporting requirements and objectives;
Local, state and Federal Reporting requirements, timelines and updates;
Familiarity with student information systems used by SDCOE and the early education community, including SEIS, CALPADS, Aeries, Synergy, PROMIS, Illuminate and PowerSchool;
Effective techniques for synchronizing enterprise-level student information systems to effectively interface with state systems and funder systems;
Software development best practices and methodologies (e.g. Agile).

ABILITY to:

Identify and analyze user or system problems and recommend alternative procedures or solutions;
Analyze functional requirements, apply governing rules and regulations, and translate into best proactive solutions;
Plan, analyze, design, test, and implement software application solutions;
Demonstrate effective use of student information systems used by SDCOE, including but not limited to SEIS, CALPADS, Aeries, Synergy, and PowerSchool;
Make effective technical presentations to individuals and groups;
Formulate and express ideas on difficult and complex concepts in a clear and effectively presented manner, both orally and in writing;
Prepare work plans, and time and cost estimates for projects and proposed systems;
Direct and coordinate assigned project teams; Maintain confidentiality of information;
Work effectively independently and as part of a team with minimum supervision;
Establish and maintain effective working relationships with staff and clients contacted during work;
Demonstrate effective interpersonal skills, including tact, patience, and courtesy;
Communicate effectively and professionally orally and in writing.

Working Environment:

On occasion, this position will require evening and weekend work hours to accommodate training needs for school districts and other stakeholders in locations across San Diego County.

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling, some stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally, the job requires 90% sitting, 5% walking, and 5% standing. This job is performed in a generally clean and healthy indoor environment.

Experience: Five (5) years of work experience managing data in student information systems in a Pre-K-12 LEA and/or early educational agency.

Education: Bachelor's degree with major coursework in information systems, data management, computer science, or a related field from an accredited college or university.

Equivalency: A combination of education and experience equivalent to a bachelor's degree with major coursework in information systems, data management, computer science, or a related field, and five (5) years of work experience managing data in student information systems in a K-12 or early childhood educational agency.

Required Testing N/A

N/A

Continuing Educ./Training

N/A

Certificates

Valid CA Driver's License

Clearances

Criminal Justice fingerprint/Background Clearance

Physical examination including drug screen

TB Screening

FLSA State: Exempt

Salary Grade: Classified Management, Grade 043

Personnel Commission Approved: January 15, 2020

Revised: N/A