Supervisor I, JCCS Student Data & Achievement

Purpose Statement

The job of Supervisor I, JCCS Student Data & Achievement is done for the purpose/s of organizing, analyzing, and utilizing student information to monitor and improve the effectiveness of Juvenile Court and Community Schools (JCCS) programs and services aimed at improving student attendance and achievement.

Essential Functions

- Collaborates with multi-county, district-level, and school site staff for the purpose of implementing and/or maintaining learning support services and programs operated by the County Office and in compliance with regulatory requirements and established guidelines.

- Compiles data from a variety of sources (e.g., student data management system, CALPADS, pupil accounting system, learning support system integration, etc.) for the purpose of establishing guidelines to ensure compliance with collection and reporting of school data and preparation/oversight of local, state, and federal reports.

- Consults with school site leadership and conducts work flow analyses of school support staff processes for the purpose of planning and conducting comprehensive staff development to address needs and improve services.

- Designs, plans, recommends, and implements student data systems and business intelligence systems for the purpose of effectively and efficiently managing data and performing assigned duties.

- Collaborates with technical experts at the County Office to plan, develop, and implement new applications and enhancements to existing applications and procedures; participates in system testing to ensure accuracy, effectiveness, and functionality of new system components.

- Collaborates with stakeholders to identify ways in which data can be organized, analyzed, and optimized to inform decisions and improve the overall effectiveness of programs and services.

- Facilitates meetings, workshops, and seminars for the purpose of conveying and/or gathering information, identifying issues, developing recommendations, supporting and developing staff, and serving as a district representative.

- Organizes and coordinates inter- and intra-department efforts for the purpose of ensuring compliance and timely filing of federal, state, and local school program reporting (e.g., CALPADS, Office of Civil Rights Survey, etc.).

- Leads team operations, and performs personnel functions (interviewing, evaluating, supervising, etc.) for the purpose of maintaining adequate staffing, enhancing productivity of personnel, and achieving objectives within budget.

- Plans, implements, and monitors school and district pupil accounting systems for the purpose of ensuring that all revenue sources are maximized through effective attendance strategies and practices; forecasts earnings relative to budget goals.

- Prepares and oversees preparation of local, state, and federal reports and documentation for the purpose of ensuring funding and accountability.
- Conducts legal analysis and data research, and collaborates with stakeholders to design, develop, and implement policies and procedures to address and improve attendance and lower pupil absenteeism and truancy rates.
- Promotes a culture of attendance by improving the collection, analysis, and utilization of student attendance and enrollment data.

**Other Functions**
- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

**Job Requirements: Minimum Qualifications**

**Skills, Knowledge and Abilities**

SKILLS are required to perform multiple, technical tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill-based competencies required to satisfactorily perform the functions of the job include: operating standard office equipment including utilizing pertinent software; planning and managing projects; resolving conflicts and diffusing hostile interchanges; and preparing and maintaining accurate records; analyzing data; classifying data and/or information; conducting meetings; facilitating meetings.

KNOWLEDGE is required to read technical information, compose a variety of documents, and/or facilitate group discussions; and solve practical problems. Specific knowledge-based competencies required to satisfactorily perform the functions of the job include: pertinent laws, codes, policies, and/or regulations; personnel processes; standard business processes; program planning and development; concepts of grammar and punctuation; business telephone etiquette; office application software; practicing cultural competency while working collaboratively with diverse groups and individuals.

ABILITY is required to schedule a significant number of activities, meetings, and/or events; often gather, collate, and/or classify data; and use basic, job-related equipment. Flexibility is required to independently work with others in a wide variety of circumstances; analyze data utilizing defined but different processes; and operate equipment using defined methods. Ability is also required to work with a significant diversity of individuals and/or groups; work with data of varied types and/or purposes; and utilize specific, job-related equipment. Independent problem solving is required to analyze issues and create action plans. Problem solving with data requires independent interpretation of guidelines; and problem solving with equipment is moderate to significant. Specific ability-based competencies required to satisfactorily perform the functions of the job include: communicating with diverse groups; working with frequent interruptions; working with detailed information/data; maintaining confidentiality; establishing effective relationships; adapting to changing work priorities; accuracy and attention to detail; meeting deadlines and schedules; working as part of a team.

**Responsibility**

Responsibilities include: working under limited supervision using standardized practices and/or methods; leading, guiding, and/or coordinating others; monitoring budget expenditures. Utilization of some resources from other work units is often required to perform the job’s functions. There is a continual opportunity to impact the organization’s services.

**Working Environment**

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 environment.
**Experience:**  Two (2) years of increasingly responsible experience in data management and analysis or program management. Experience working directly with student information and experience in a lead or supervisory capacity are desirable.

**Education:**  Bachelor’s degree in Accounting, Information Systems, Project Management, or related field.

**Equivalency:**  A combination of education and experience equivalent to a Bachelor’s degree in Accounting, Information Systems, Project Management, or related field, and two (2) years of increasingly responsible experience in data management and analysis or program management.

**Required Testing**
N/A

**Certificates**
Valid Driver’s License

**Continuing EDUC./Training**
N/A

**Clearances**
Criminal Justice Fingerprint/Background Clearance
Proof of physical examination including TB Clearance

**FLSA State:**  Exempt

**Salary Range:**  Classified Management, Grade 30

Established:  05/2018

Revised:  N/A

Approved by Personnel Commission:  05/2018