



## Classification Specification

### INFORMATION SYSTEMS SPECIALIST

<b>Department:</b>	Instructional Services
<b>Reports To:</b>	Assistant Superintendent/Director of Student Services
<b>Supervises:</b>	N/A
<b>Approval Date:</b>	June 24, 2020
<b>Revised Date:</b>	2010, 2020

#### **General Description:**

Perform a variety of specialized duties in the maintenance and support of the district's student information system (SIS) program; organize materials for efficient reporting and retrieval; collect, verify, and enter data to complete specialized local, federal, and state required reports; assist the technology department with minor hardware and software issues; train and provide technical assistance to staff regarding the use of the student information system and related software; ensure accurate data reporting to federal and state agencies.

#### **Essential Duties and Responsibilities:**

- Update, maintain, and oversee student data in California Longitudinal Pupil Achievement Data System (CALPADS) and the district student information system (Aeries) for use in or preparation of a variety of specialized local, federal, and state required reports; ensure accurate and timely data reporting of student data, courses, and certificated data to federal and state agencies.
- Organize, compile, and report data collected from original sources or extracted from the district student information system (Aeries); develop summary reports as needed for various audiences.
- Generate spreadsheets and query data.
- Input, verify, and submit data for state reporting using specialized database applications/servers.
- Ensure proper implementation and updates to Aeries.
- Troubleshoot various technical issues related to SIS via phone, email, or in person; respond to inquiries from sites related to the student information system issues.
- Consult with information technology (IT) staff for issues that may need to be escalated to outside technical support representatives to resolve the issue.
- Provide training to district staff on the student information system including any other software application that may be used in conjunction with the student information systems; develop instructions and training materials for staff.

- Assist other department staff with coordination of data and related activities, including interfacing other database information, for regulatory compliance of federal, state, and district assessment and testing programs.
- Audit and enter changes, modifications, and amendments of data in the SIS system.
- Complete annual rollover of student/district data.
- Prepare written materials (e.g., reports, memos, and letters); document activities and providing instructions to others.
- Assist with school efforts to enhance the student information system to better serve the needs of users; assist sites with uploading rosters to web-based programs.
- Communicate with staff, state, and other government agencies to exchange information or resolve issues; provide additional information and/or recommendations to address a variety of program related requirements.
- Attend a variety of meetings to exchange information concerning student information system software projects, support staff, data, implementation, and maintenance.
- Attend webinars and conferences to keep abreast of new state and federal requirements as assigned.
- Operate a variety of equipment, including a computer, assigned software, and peripheral equipment; drive a vehicle to conduct work.
- Perform other duties as required, related to the primary job duties of the assigned position.

**Required Qualifications:**

**Knowledge of:**

- Student information system and supporting programs, including CALPADS.
- Principles, theories, problems, and practices pertaining to computer operations, peripheral equipment and customer support.
- MAC OS X and PC Windows environment, software and hardware applications, including, but not limited to Word, Excel, and Power Point & browser use/Outlook Skills.
- Modern office methods and practices, including correspondence, recordkeeping, filing systems, and operation of common office equipment.
- Applicable sections of the state education code, legal requirements, and regulations pertaining to student records and attendance.
- Research and evaluation, data collection, processing, analysis, and reporting principles.
- Data manipulation using computerized tools and applications such as databases and spreadsheets.
- Proper English usage, grammar, punctuation, vocabulary, and spelling.
- Telephone techniques and etiquette.
- Interpersonal skills using tact, patience, and courtesy.
- Principles of training and providing technical support.

**Ability to:**

- Operate a variety of equipment, including desktop computers, laptop computers, and printers.
- Work independently and follow through on assignments with minimal direction.
- Work as part of a team and collaborate with others.
- Identify, diagnose, and troubleshoot basic network problems related to the student information systems.

- Meet schedules and timelines.
- Analyze technology related situations accurately and adopt an appropriate course of action.
- Plan, prioritize, and schedule work.
- Review, collect, and verify input and output data to ensure accuracy and efficiency.
- Read and interpret technical documents such as operational instructions and technical procedures.
- Provide training to individuals or small groups.
- Maintain confidentiality with discretion of sensitive information.
- Communicate effectively both orally and in writing.

**Education:** High school graduation of equivalent GED supplemented by some college-level course work in a related field from an accredited college or university.

**Experience:** Three (3) years of increasingly responsible experience using computer systems and maintaining databases.

**Licenses, Certifications, and other requirements:**

- Valid California Class C driver’s license.
- Proof of current and valid Tuberculosis screening.

**Desirable Qualifications:**

- Some related experience using student information systems is desirable, but not required.

**Working Conditions:**

**Work Environment:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Indoor/office work environment.
- Moderate levels of ambient noise.
- Driving a vehicle to conduct work.

**Physical Demands:** 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 accommodations may be made to enable the individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to:

- Use fingers repetitively, use wrists or hands in a twisting motion or while applying pressure, use both hands simultaneously, have rapid mental and muscular coordination, hear and understand speech at normal levels; have the ability to distinguish color and shades.
- Sit at a desk for extended periods of time; stand and/or walk for extended periods of time.
- Occasionally required to lift and/or carry objects up to 25 lbs. in weight.
- Bend, twist, stoop, or kneel, and reach in all directions.

**Hazards:**

- N/A

The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed.