

Position: Student Information Systems Analyst

Department: Educational Services Department

Reports To: Director of Curriculum and Instruction (Non-Represented) AR 4351.4

SUMMARY

Under the direct supervision of the Director of Curriculum and Instruction the SIS Analyst primary functions are to coordinate, maintain and execute internal and external compliance extracts and reports. Provides technical support and assistance to school sites and district staff in the use of the multiple information systems; maintains data stored in various records systems to support the educational process; produces a variety of reports and assures accuracy and timely submission of data; assists in developing training materials for district systems' end-users.

ESSENTIAL TYPES OF DUTIES

- Serves as a technical advisor to provide support and assistance to district information system's end-users and escalates more complex issues to appropriate technology personnel for resolution.
- Provides curriculum and compliance support, including assisting with textbook adoptions
- Develops system queries, compiles information, and generates a variety of reports and disseminates reports to applicable district staff.
- Reviews and verifies the accuracy of completed work, including forms, correspondence and various documents for completeness and compliance with applicable laws, codes, regulations and procedures.
- Assures the accuracy and timely submission of data reporting to applicable federal, state, and local agencies.
- Assists end-users with password resets and monitors system user accounts to create, modify, test, or delete accounts within information systems in accordance with established policies and procedures.
- Creates unique identifiers and maintains the accuracy and integrity of student information using the state mandated data system.
- Provides basic training, and supports school site and district end-users in the use of district information systems and data entry of various records.
- Assists in the development of and maintenance of school-site user manuals and other related training materials, and makes recommendations regarding operating procedures and applicable forms.
- Communicates with departments, school sites, and district staff regarding the exchange student information.
- Troubleshoots and resolves problems experienced by end-users regarding the district information systems.
- Maintains a variety of records and files for assigned areas of responsibility.
- May assist with evaluating and testing new information technologies and products.
- Attends meetings, conferences, and workshops related to areas of responsibility, as assigned or required.
- Participates in local, state, and federal meetings to ensure compliance.
- Prepare reports associated with standards, assessment and testing
- Provide staff development support
- Student Information System Administrator
- CALPADS, compiling and reporting
- Civil Rights Data Collection
- State of California Dashboard
- Program Quality Review
- Coordinated Compliance Quality Reviews
- Financial & Budget Records/Categorical, Consolidated Programs

- Consolidated Application
- Student Support Services
- Mandated Cost
- CALWORKS
- MediCal Claims
- Summer School/Saturday School
- Performs related work as required.
- Clerical support related to policy, negotiations, grant applications, school/district plan (templates)
- Other duties as assigned by superintendent/ed services/curriculum and student services administrators

QUALIFICATIONS

Knowledge, Skills and Abilities

- California Education Code, California Government Code, rules and regulations of the District.
- Must be able to communicate effectively both written and oral
- Establish and maintain cooperative and effective working relationships with a variety of groups and individuals
- Research, analytical and problem solving skills sufficient to analyze information, highly complex and multifaceted problems, and situations, apply a wide variety of policies/practices/procedures, and make recommendations
- Ability to communicate effectively with diverse audiences.
- Strong oral communication skills.
- Strong written communication skills with the ability to draft and edit correspondence and reports.

EDUCATION AND/OR EXPERIENCE

Bachelor's degree in related area and/or equivalent experience/training.

Five or more years of successful training and experience in state and federal reporting. Continuing education in the field is mandatory for remaining current on pertinent laws and policies.

TERMS OF EMPLOYMENT

Twelve month, full-time. Salary as defined in current Confidential Salary Schedule, AR 4351.4.

EVALUATION

The Director of Curriculum and Instruction will evaluate performance of this position

Revised: March, 2022