LOMPOC UNIFIED SCHOOL DISTRICT

STUDENT INFORMATION DATABASE ADMINISTRATOR

JOB SUMMARY:

Under the direction of the Director-Information Technology, manage and support the District's Student Information System (SIS) and various products that communicate with and extract data from the system; perform a variety of specialized data management functions in the maintenance of the SIS; upload, compile, review, prepare, analyze, submit and maintain data for State and federal mandated reports; maintain, manage, coordinate with various departments, expanding and implementing and maintaining student data systems and data integrity; develop new reports, queries and scripts; serve as liaison between the end-user and the software vendor; submit multiple reports to State and federal agencies requiring student data.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Provide technical support to Student Management System and related software; direct and assist teachers, District and office personnel in troubleshooting and correcting technical errors and malfunctions; assist in the installation and testing of the student information system; ensure required results before applying changes to end users.
- Set-up and maintain Student Information Database (SIS); coordinate with District personnel and departments to ensure the integrity and accuracy of student demographic data; communicate with District personnel, outside software vendors and contractors; serve as point of contact and obtain information, resolve problems and ensure accurate management of student demographic data; complete and submit various mandated reports and information requests as assigned.
- Maintain student attendance data collection in coordination with the District Attendance Technician; ensure compliance with State attendance regulations; manage SIS database; integrate data systems; update system design; complete dataset extraction; achieve optimal use of student data and maintaining data integrity.
- Train assigned personnel including creating instructions, tips, District procedures and related items; develop a variety of user support materials including procedures, new reports, job control language, work aids, technical documentation, test plans and test data; provide written reference; convey information and ensure unified end user protocols; develop queries and scripts to provide specific student data.
- Manage user accounts and access privileges for the student information system; provide security of data; participate in District IT project committees as a technical resource on SIS issues, District-wide department meetings, workshops and seminars; communicate system capabilities and accommodate District goals; maintain and manage user security for student demographic data; ensure security and data integrity.
- Prepare written materials including procedures, instructions, memos and letters; document activities, providing written reference and convey information; research trends, products, equipment and recommend procedures and purchases; remain current of State and federal student data reporting, District testing and assessment data requirements; ensure accurate and compliant data submission.
- Provide training and support to District personnel; ensure proper and efficient system usage and system changes; work with IT personnel on system integrity and maintenance functions; ensure student data security and access.

OTHER DUTIES:

- Perform related duties as assigned.

REQUIRED QUALIFICATIONS:

Education and Experience:
Any combination equivalent to: graduation from high school supplemented by two years of experience working with student management systems and/or database management systems. Experience using MS Access, MS Excel, SQL databases in a public-school system. Experience working with users in a support and/or training environment and managing student data is desired.

Licenses and other Requirements

- Valid MS Office User Certificate preferred but not required.
- Valid Microsoft SQL DBA Certificate preferred but not required.

Knowledge of:

- Principles and practices of database administration.
- Student information and other software systems utilized by the District.
- State and federal reporting guidelines, requirements and timelines.
- System manual instructions, sufficient to enable quick and accurate diagnosis of difficulties.
- Database structures, on-line applications and system capabilities of assigned computer systems.
- Basic programming concepts.
- Data review, integration and control techniques and procedures.
- Record retrieval and storage systems.
- Record-keeping and report preparation techniques.
- Interpersonal skills using tact, patience, courtesy and confidentiality.
- Oral and written communication skills.

Ability to:

- Manage and support the District SIS and various products that communicate with and extract data from the system.
- Perform a variety of specialized data management functions in the maintenance of the SIS.
- Upload, compile, review, prepare, analyze, submit and maintain data for State and federal mandated reports.
- Develop scripts, queries to gather and extract data and to generate reports.
- Detect errors and inaccuracies in data output reports.
- Train others in the proper use of database system and reporting requirements.
- Operate computers and peripheral equipment properly and efficiently.
- Communicate effectively, both orally and in writing.
- Establish and maintain cooperative and effective working relationships with others.
- Analyze situations accurately and adopt an effective course of action.
- Work independently with little direction.
- Plan and organize work.
- Meet schedules and timelines

WORKING CONDITIONS:

Work Environment:

- Indoor/office environment.

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 individuals with disabilities to perform the essential functions.

- Dexterity of hands and fingers to operate a computer keyboard.
- Hearing and speaking to exchange information.
- Sitting for extended periods of time.
- Seeing to view a computer monitor.
- Generally, the job requires 80% sitting, 10% walking ad 10% standing.

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.

FLSA Status: Non-Exempt
Approval Date: February 14, 2023
Personnel Commission First Reading: November 17, 2022
Personnel Commission Approval: November 17, 2022
Salary Range: 47