



# LOMPOC UNIFIED SCHOOL DISTRICT

## STUDENT INFORMATION SPECIALIST

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### **JOB SUMMARY:**

Under the direction of the Director-Information Technology, provide support to end users of required student and personnel data for the California Longitudinal Pupil Achievement Data System (CALPADS); provide data and develop new reports, queries; support teacher and student access to online programs; provide State mandated testing pre-identification and assessment results; provide information to testing vendors and other District personnel.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Manage student assessment data in student information system and assessment system; submit, verify and certify CALPADS data; resolve anomalies and contact other Districts and LUSD departments and sites to verify and correct data; review CALPADS certification reports; analyze and compare data in CALPADS and Student Information Systems for accuracy.
- Support teacher and student access to online programs and resolve related technical issues; provide backup support for Aequitas Student Information System and textbook online programs; assist users with assessment results for the purpose of providing information to various personnel; assist with managing, disseminating, and reporting assessment data results; provide student performance results for internal and external use and in compliance with State and federal requirements.
- Respond to various district, site, and outside agency data requests relating but not limited to SARC, LCAP, WASC, student demographics, student attendance, student behavior, student academics, and programs enrollment.
- Communicate with outside software vendors and others; obtain information and resolve problems; communicate with State, federal and other governmental agencies; meet assessment data and submission reporting requirements.
- Participate in meetings, workshops and trainings; convey and gather information required to perform job functions; prepare written materials including procedures, instructions, memos and letters; document activities; provide written reference; convey information as required.
- Produce a variety of system and mandated reports including but not limited to, student reporting, testing results and State reporting; ensure proper compliance with site, District and State requirements.
- Respond to user request for reports and queries including assessment, pre-ID, attendance records, student records, personal data and students and ASB awards; provide specialized reports and disseminate information.
- Work with Information Technology 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 college-level coursework in information systems management, computer science or a related field and three years of experience operating a computerized information system in a school environment with experience using MS Excel, MS Access and experience with database management and data structures in a K-12 education environment.

### Knowledge of:

- Student information system, spreadsheet and data processing systems.
- Graduation requirements, high school curriculum and other school policies related to the enrollment of students.
- Operation of a computer and assigned software.
- Operation of a variety of standard office equipment.
- Interpersonal skills including tact, patience and courtesy.
- Oral and written communication skills.
- Correct English usage, punctuation, spelling and grammar.
- Statistical record-keeping and report-writing techniques.

### Ability to:

- Perform a variety of technical duties in the management of the student information database for LUSD.
- Create and maintain master school and student database for information and analysis.
- Ensure accuracy of data input and management.
- Coordinate departments to comply with project timelines throughout the school year.
- Manage the accuracy of the database to compile statistical reports.
- Type or input data at an acceptable rate of speed.
- Maintain confidentiality of student information.
- Establish and maintain cooperative and effective working relationships with others.
- Prepare comprehensive statistical reports.
- Prioritize and schedule work.
- Meet schedules and timelines.
- Verify accuracy of data input and output.

## **WORKING CONDITIONS:**

### Work Environment:

- Indoor/Office environment.
- Constant interruptions.

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.

- Hearing and speaking to exchange information.
- Seeing to read a variety of materials.
- Sitting for extended periods of time.

Student Information Specialist

- Bending at the waist, kneeling, or crouching to file materials.

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**

**Board Approval Date:** February 14, 2023

**Personnel Commission First Reading:** October 20, 2022

**Personnel Commission Approval Date:** November 17, 2022

**Salary Range: 45**