

## WESTMINSTER SCHOOL DISTRICT CLASSIFICATION STATEMENT

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**TITLE: DATA INFORMATION SYSTEMS INTEGRATION SPECIALIST**

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**BASIC FUNCTION:**

Under the direction of the Director of Information Technology, maintain the district student information system (SIS) and integrity of student data while training other District employees on the use of the SIS. Plans and coordinates the local implementation of California Longitudinal Pupil Achievement Data System (CALPADS) and other State and Federal reporting including coordination with state, county, and local district personnel for data integrity.

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**ESSENTIAL DUTIES:**

Maintains the student information system and maintains integrity and security of the data. Performs data checks, system upgrades, and installations. Assigns user accounts and rights.

Provides specialized technical and troubleshooting support and assistance to school sites and departments in the use of the student information system and the various functions associated with staff, teachers, and parent groups including student enrollments, generations of Statewide Student Identifier (SSID's), demographic standardization, and report cards.

Submits CALPADS data uploads, resolve issues and coordinate with other departments with data collection in preparation for submission of state mandated district reporting for CALPADS Fall I, Fall II, and EOY I-IV, and other State and Federal requirements, ensuring accuracy and integrity.

Provides technical assistance with vendor systems and support data transfer between applications; assure database updates are performed; provide technical support as needed.

Receive information, articulate in an accurate manner, and completes a variety of forms utilizing database, word processing, spreadsheets, and graphing software.

Maintains professional working relationships with all District users and provide answers to technical issues related to data software and information to appropriate personnel.

Distributes student data internally and to other local state and federal requesting agencies.

Enters testing data/records using spreadsheets and databases and validate the accuracy of the data.

Designs, implements, monitors and maintains the effective integration of data between various data sources.

Designs complex query statements to obtain information related to specific data questions.

Exports/imports data to/from third party applications.

Maintains relationships with peers and online groups dedicated to District-adopted student information systems to ensure up to date knowledge and collaboration on system concerns and issues.

Prepares, produces, and distributes materials and reports related to the program and/or specialties of the assignment, including parent letters.

Supports effective sharing and utilization of data across applications, multiple platforms and departments, which includes planning and execution of data migration processes.

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Utilizes data privacy and security protocols to work with district staff to ensure system and data integrity, including analyzing underlying causes of problems.

Conducts scripting, testing and maintenance of developed integration systems.

Troubleshoots, identifies, evaluates and resolves system and program problems and errors; develops complex applications, queries, and reports.

Coordinates, designs and implements requests for new system integrations, programming requests and support activities.

Gathers data, facts, and information concerning requests for, and uses of, enterprise data and systems integration.

Supports, troubleshoots and analyzes business systems, applications and other databases, to resolve complex systems, data management, communication, and interoperating problems.

Provides training and technical support for employees at school site and district personnel in the use of information system software.

Updates student information database (e.g. loading user data, controlling passwords, verifying student demographics, etc.) for the purpose of ensuring availability and functionality of district supported software and online curriculum.

Monitor databases for accuracy and data integrity; manage and manipulate large amounts of data to generate charts, graphs or reports using Structured Query Language (SQL), Microsoft Word or Excel.

Provide support to teachers and site administrators using computer equipment and software as they relate to online rostering and SIS; assist teachers and site administrators in utilizing computer equipment and instructional materials.

Handles confidential knowledge and information discreetly.

Prepares information for publication, help maintain the District's and school's websites.

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### **OTHER REPRESENTATIVE DUTIES:**

Performs end-of-year rollover processes.

Participates in workshops and inservices as required.

Answers telephone and provides information

Performs other related duties, as required or assigned.

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### **ORGANIZATIONAL RELATIONSHIPS:**

Supervision: (1) Reports to, is supervised and evaluated by, and receives direction from the Director, Information Technology.

(2) No supervision is exercised by this position.

Internal Contacts: Frequent contact with district and school personnel.

External Contacts: Some contact with vendors, Macro software personnel, and employees of other school districts and OCDE.

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**KNOWLEDGE OF:**

A variety of computers and peripheral equipment used by the school district in a network environment; including principles, methods, and problems of operating such equipment.

Operation of the student records database.

Standard American English usage, grammar, spelling, punctuation, and vocabulary.

Basic principles of computer technology.

Data communications and teleprocessing principles.

Methods, practices, terminology, and procedures used in computer operations.

Operation of a computer work station in a network environment.

Data control procedures and data entry operations.

Technical aspects of computers, computer functions, operating systems, software programs and web mastering.

Proper methods for storing equipment, materials, and supplies.

Oral and written communication skills.

Interpersonal skills; using tact, patience, and courtesy.

**ABILITY TO:**

Speak and present ideas clearly and effectively.

Communicate information processing procedures and requirements to users.

Analyze situations accurately, and adopt effective courses of action.

Detect errors and inaccuracies in information output reports.

Adjust operational schedules according to emergency and priority needs.

Plan and organize work.

Meet schedules and timelines.

Understand and follow oral and written directions.

Establish and maintain cooperative and effective working relationships with others.

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**PHYSICAL DEMANDS:**

While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee frequently is required to stand. The employee is occasionally required to walk; climb or balance; and stoop, kneel, or crouch. The employee may regularly lift and/or move up to 25 pounds, frequently lift and/or move up to 50 pounds, and occasionally lift and/or move more than 100 pounds with assistance. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

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**EDUCATION AND EXPERIENCE:**

Education: Graduation from high school or equivalent, supplemented by course work in computer science or related fields.

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Experience: Three (3) years of recent paid experience, including work in positions providing background and working knowledge in information services/technology, key software components, technology hardware and operating systems.

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**LICENSES AND OTHER REQUIREMENTS:**

Possession and maintenance of a valid California Driver's License, and a reliable motor vehicle for personal transportation and insurability by the District's insurance carrier.

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**PREPARED BY:** Classified Personnel Department **DATE:** 1/12/2021

**APPROVED BY:** Board of Trustees **DATE:** 8/12/2021

**APPROVED BY:** Personnel Commission **DATE:** 6/29/2021