

## **Supervisor I, JCCS Student Data & Achievement**

### **Purpose Statement**

The Supervisor I, JCCS Student Data & Achievement is responsible for organizing, analyzing, and utilizing student information to monitor and improve the effectiveness of Juvenile Court and Community Schools (JCCS) programs and services aimed at improving student attendance and achievement.

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### **Diversity Statement**

Because each person is born with inherent worth and dignity, and because equitable access and opportunity are essential to a just, educated society, SDCOE employee commitments include being respectful of differences and diverse perspectives, and being accountable for one's actions and the resulting impact.

### **Representative Duties:**

This position description is intended to describe the general nature and level of work being performed by the employee assigned to the position. This description is not an exhaustive list of all duties, responsibilities, knowledge, skills, abilities, and working conditions associated with the position. Incumbents may be required to perform any combination of these duties.

### **Essential Functions**

- Collaborates with multi-county, district-level, and school site staff for the purpose of implementing and/or maintaining learning support services and programs operated by the County Office and in compliance with regulatory requirements and established guidelines.
- Compiles data from a variety of sources (e.g., student data management system, CALPADS, pupil accounting system, learning support system integration, etc.) for the purpose of establishing guidelines to ensure compliance with collection and reporting of school data and preparation/oversight of local, state, and federal reports.
- Consults with school site leadership and conducts work flow analyses of school support staff processes for the purpose of planning and conducting comprehensive staff development to address needs and improve services.
- Designs, plans, recommends, and implements student data systems and business intelligence systems for the purpose of effectively and efficiently managing data and performing assigned duties.
- Collaborates with technical experts at the County Office to plan, develop, and implement new applications and enhancements to existing applications and procedures; participates in system testing to ensure accuracy, effectiveness, and functionality of new system components.
- Collaborates with stakeholders to identify ways in which data can be organized, analyzed, and optimized to inform decisions and improve the overall effectiveness of programs and services.
- Facilitates meetings, workshops, and seminars for the purpose of conveying and/or gathering information, identifying issues, developing recommendations, supporting and developing staff, and serving as a district representative.

- Organizes and coordinates inter- and intra-department efforts for the purpose of ensuring compliance and timely filing of federal, state, and local school program reporting (e.g., CALPADS, Office of Civil Rights Survey, etc.).
- Leads team operations, and performs personnel functions (interviewing, evaluating, supervising, etc.) for the purpose of maintaining adequate staffing, enhancing productivity of personnel, and achieving objectives within budget.
- Plans, implements, and monitors school and district pupil accounting systems for the purpose of ensuring that all revenue sources are maximized through effective attendance strategies and practices; forecasts earnings relative to budget goals.
- Prepares and oversees preparation of local, state, and federal reports and documentation for the purpose of ensuring funding and accountability.
- Conducts legal analysis and data research, and collaborates with stakeholders to design, develop, and implement policies and procedures to address and improve attendance and lower pupil absenteeism and truancy rates.
- Promotes a culture of attendance by improving the collection, analysis, and utilization of student attendance and enrollment data.

### **Other Functions**

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

### **Job Requirements: Minimum Qualifications**

#### **Knowledge and Abilities:**

KNOWLEDGE of:

Project management techniques and methodologies;

System monitoring for performance and data integrity;

Federal, state, and local laws related to reporting requirements for California schools;

Current laws, guidelines, regulations and rules related to student information systems and storage of sensitive or confidential data within databases;

Student information systems (operational experience required with one or more of the leading SISs; i.e., Aeries, Infinite Campus, PowerSchool, Synergy, etc.);

Customer service techniques and excellent interpersonal skills and techniques.

ABILITY to:

Promote a human-centered culture that elevates the strengths of others creating a sense of belongingness;

Practice cultural competency while working collaboratively with diverse groups and individuals;

Maintain current knowledge of laws, rules and regulations related to student information and data storage;

Extract and organize data from source systems in various formats to reconcile with data dashboards;

Maintain confidentiality of sensitive and privileged information;

Operate a computer and assigned office equipment;

Analyze situations accurately and adopt an effective course of action;

Meet assigned schedules and timelines;

Work independently with little direction;

Maintain of a variety of records related to assigned activities.

**Working Environment**

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling, some stooping, kneeling, crouching, and/or crawling, and significant fine-finger dexterity. Generally the job requires 90% sitting, 5% walking, and 5% standing. This job is performed in a generally clean and healthy environment. May be designated in an alternate work setting using computer-based equipment to perform duties.

**Experience:** Two (2) years of increasingly responsible experience in data management and analysis or program management. Experience working directly with student information and experience in a lead or supervisory capacity are desirable.

**Education:** Bachelor's degree in accounting, information systems, project management, or related field.

**Equivalency:** A combination of education and experience equivalent to a bachelor's degree in accounting, information systems, project management, or related field, and two (2) years of increasingly responsible experience in data management and analysis or program management.

**Required Testing**

N/A

**Certificates**

Valid Driver's License

**Continuing Educ./Training**

N/A

**Clearances**

Criminal Justice Fingerprint/Background Clearance

Proof of physical examination including TB Clearance

**FLSA State:** Exempt

**Salary Range:** Classified Management Salary Schedule Grade 30

Established: 05/2018

Approved by Personnel Commission: 05/2018

Revised: 09/2023