

**PLEASANTON UNIFIED SCHOOL DISTRICT
JOB DESCRIPTION**

TITLE: Coordinator II, Database Operations

CLASSIFICATION : Classified Management

REPORTS TO: Chief Technology Officer

DESCRIPTION:

Under general supervision, Database Operations Coordinator provides management of the database systems and applications used across the District, and plans, directs, and/or coordinates activities in areas related to data processing and systems analysis. This position is responsible for managing the operations of District student information systems. Additional responsibilities include coordinating local state and federal reporting and providing staff members with technical assistance and training in the proper use of District student information systems.

PERFORMANCE RESPONSIBILITIES:

- Coordinates student information system administration including enrollment registration attendance gradebook program tracking, course catalogs and master scheduling.
- Responsible for the preparation and submission of all mandatory electronic reporting including (but not limited to) CALPADS, CBEDS, CDS Administration, and OCR.
- Serves as the primary contact for California Department of Education (CDE) on issues related to CALPADS and other mandated student information electronic reporting systems as assigned.
- Develops procedures, best practices and resources related to database systems and other assigned state and federal reporting systems, to assist users in meeting local, state, and federal guidelines.
- Ensure quality control of student information systems and other database systems by establishing and managing processes, systems and communications that result in improved data integrity and accuracy.
- Manages digital file storage and retention systems; Ensures confidentiality and integrity of electronic records and compliance with statutory electronic records retention policies; fulfills electronic record requests.
- Oversees programmatic data integrations with third-party providers to ensure that site and department needs are met and comply with information/data privacy laws and regulations
- Develops, coordinates and provides staff training for application and system use.
- Provides leadership and acts as a resource for student information system support and administration.
- Coordinate student records with specialized central office teams whose work is dependent on accurate student information.
- Supervises and evaluates assigned staff.
- Other duties as assigned.

KNOWLEDGE OF:

- Advanced school district application support and administration procedures and best practices, including functions for Student Information System (SIS) and Enterprise.
- Principles, practices and procedures for advanced application (Student Information System and Enterprise Resource Program) support and administration;
- Principles, practices and procedures for database (SQL) server administration.
- Policies and procedures that ensure compliance with FERPA, COPPA, CIPA and other school data/information privacy regulations.

ABILITY TO:

- Prepare and deliver oral and written training, instruction and technology support.
- Establish and maintain cooperative and effective working relationships with a wide variety of groups and individuals.
- Present information, both written and verbal, in a clear, concise and professional manner.
- Communicate effectively with a wide variety of individuals and groups, in person, orally and in writing.
- Perform in situations regarding specialized knowledge using professionalism, confidentiality and good judgment.
- Maintain outstanding customer service in all interactions.

TRAINING AND EXPERIENCES:

- Bachelor's Degree preferred or the equivalent combination of education and/or years of experience in Technology, and/or Information Systems, and/or Data Processing, and/or a related field.
- VMWare certification preferred
- Microsoft certifications preferred
- Google Administrator certifications preferred
- K-12 school Technology department experience required.

LICENSES AND CLEARANCES:

- TB Clearance
- Valid Driver's License

TERMS OF EMPLOYMENT:

220 Days, Management/Confidential Salary Schedule

BOARD APPROVED: 8/11/2022