



## SAN MATEO UNION HIGH SCHOOL DISTRICT

### CLASSIFIED JOB DESCRIPTION

**JOB TITLE:** DATA CONTROL ANALYST

**REPORTS TO:** Director of Information Technology

**SITE:** Technical Support Group

**CLASSIFICATION:** Classified Bargaining Unit

**WORK YEAR:** 12 Month

**SALARY:** Range 41 – Classified Salary Schedule

**APPROVED BY THE BOARD OF TRUSTEES:** November 12, 2020

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#### **JOB SUMMARY:**

Under the direct supervision of the Director of Information Technology, the Data Control Analyst will receive, review, and verify student data housed in a variety of data systems and applications including Student Information System (Aeries), CALPADS, Data Director, and Naviance. The Data Control Analyst will work with a variety of different data gathering technologies including Absence Management System (AESOP and VeriTime), Active Directory, and Google Apps; and perform other duties as assigned.

#### **CLASS CHARACTERISTICS:**

Position in this class requires knowledge of a body of standardized rules, procedures, and operations learned after considerable on the job training and experience. The Director of Information Technology provides assignments for non-reoccurring data processing tasks. Employees are expected to use initiative to carry out recurring work tasks within established deadlines. The work consists of duties that involve well defined steps, processes and methods. The decision regarding the priority and sequence of work tasks involves various choices requiring employees to recognize the evidence of and differences among several easily recognizable situations.

#### **ESSENTIAL FUNCTIONS:**

1. Receive student data transmittals from schools for input into the Student Information System (Aeries); review materials to ensure proper formatting and coding; and investigate and adjust discrepancies and inaccuracies.
2. Perform data entry tasks through manual and automated processes including generation and use of optical scanning forms as requested to meet production schedules and information delivery deadlines.
3. Configure grading periods and terms in Learning Management System (Canvas) and Student Information System (AERIES); provide administrative support and download grades; schedule processing of data transmittals to meet informational deadlines; maintain district calendar for cut off dates, due dates, and special processing dates; and review data output.
4. Work with third parties in the secure transmittal of personal information between state and federal agencies and student information system vendor; and annually configure the summer school set-up in AERIES.
5. Provide support to Student Information System (Aeries) including performing application version updates, new employee account creation (log-in), account deactivation and email address updates.
6. Assist in correcting and backing up the data in the Student Information System on district servers.
7. Perform data integration between third party applications (vendors) and Student Information System (AERIES) including Elevation and Canvas.
8. Configure employee security access in Grade Guardian for Canvas users.
9. Provide a high level of technical support to Student Data Analysts including the development of written processing procedures.
10. Generate standard reports from a variety of data information sources, including Aeries, CALPADS, Data Director, VeriTime, Active Directory, Google Apps, Naviance and other information tools, and provide that data to administrative staff in the District Office and school sites.

11. Advise District Office and school site personnel on the efficient and effective use of student information application programs, as well as the VeriTime reporting system, and participate in training programs.
12. Time and Attendance (Veritime) District administrator.
13. Under the direction of Human Resources and Fiscal Services, administer changes in the Absence Management system.
14. Perform related duties as assigned.

**Employment Standards:**

- Incumbent must be able to perform essential duties above with or without reasonable accommodation.
- Incumbent must maintain a positive, helpful, constructive attitude and working relationship with the department supervisor and departmental employees, other District employees, administrators, the Board of Trustees, students, parents and the general public.

**QUALIFICATIONS:**

**Education/Training Experience:**

- High school diploma plus additional training in business productivity applications including a variety of database structures.
- One (1) year experience in the use of business productivity applications including the use of databases.

**KNOWLEDGE OF:**

- Student Information Systems (Aeries), Canvas and Grade Guardian.
- Time Tracking Software-VeriTime and Absence Management Software-Aesop.
- Working knowledge of CALPADS and CSIS reporting systems.
- Methods and practices of statistical record keeping involving data processing.
- Formats and procedures for inputting and retrieving data from a variety of information sources.
- Stay current on SIS, CALPADS, and vendor upgrades, changes and rules by attending County and Bay Area meetings, conferences, web sites, and vendor communiques.
- Modern office methods, practices and procedures.

**EXPERIENCE WITH:**

- Perform the duties of the position efficiently and effectively with minimal supervision.
- Extract, organize, prepare and analyze data for submission.
- Carry out oral and written directions.
- Plan and carry out operations and procedures to produce computer reports within established deadlines.
- Perform precise work according to established sequences.
- Write sufficiently well to document District information policies and procedures.
- Work independently.
- Run several operational tasks simultaneously with numerous interruptions.
- Read, apply and explain District information policies and procedures.
- Must be able to maintain confidentiality of records and information.
- Compile and verify data and identify and resolve errors.
- Identify workplace hazards and/or unsafe conditions and take appropriate action to correct same.
- Must be able to communicate with the normal range of contacts within the assigned area in a manner which reflects positively on the department and the District.
- Meet schedules and time lines.
- Observe health and safety regulations.
- Meet District standard of professional attitude as outline in Board Policies 4119.21, 4219.21, & 4319.21, Professional Standards for Classified Employees.

**PHYSICAL DEMANDS/WORKING CONDITIONS WITH OR WITHOUT REASONABLE ACCOMMODATIONS**

- Ability to sit for long periods of time.
- Ability to work in a fast paced environment
- Ability to operate a computer keyboard and calculator.
- Ability to multitask in a busy environment
- Ability to tolerate noise level in the working environment.

**OTHER REQUIREMENTS (PRIOR TO EMPLOYMENT):**

- Must successfully pass the District's pre-employment Department of Justice Live Scan fingerprinting.
- Must successfully pass the District's pre-employment tuberculosis testing.

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of the position and are not intended to reflect all duties performed within the job. Incumbents may be required to perform other job-related tasks other than those specifically presented in the description.

SMUHSD is an equal opportunity employer in compliance with the Americans with Disabilities Act and all other applicable Federal, State, and Local regulations.

**SMUHSD Equity Vision**

Vision: All students will learn in a safe, inclusive and equitable environment that validates, respects and honors their unique backgrounds, interests and identities.

Mission: We will continually identify, disrupt and eliminate institutional biases and barriers to ensure that all students have the skills and knowledge to thrive physically, emotionally, and academically.

**Equal Opportunity Employer Statement**

San Mateo Union High School District is an equal-opportunity employer that is committed to diversity and inclusion in the workplace. We prohibit discrimination and harassment of any kind based on race, color, sex, religion, sexual orientation, national origin, disability, genetic information, pregnancy, or any other protected characteristic as outlined by federal, state, or local laws.

This policy applies to all employment practices within our organization, including hiring, recruiting, promotion, termination, layoff, recall, leave of absence, compensation, benefits, training, and apprenticeship. SMUHSD makes hiring decisions based solely on qualifications, merit, and business needs at the time. For more information, read through our [Nondiscrimination in Employment](#) policy.

[Equity Flyer](#)

[BP0415.1 Racial Equity](#)

[AR0415.1 Racial Equity](#)

**DISASTER SERVICE WORKERS:**

All San Mateo Union High School District employees are designated Disaster Service Workers through state and local law (California Government Code Section 3100-3109). Employment with the District requires the affirmation of a loyalty oath to this effect. Employees are required to complete all Disaster Service Worker-related training as assigned, and to return to work as ordered in the event of an emergency.