



SAN MATEO UNION HIGH SCHOOL DISTRICT

CLASSIFIED JOB DESCRIPTION

JOB TITLE: INFORMATION TECHNOLOGY SPECIALIST

REPORTS TO: Director of Technology

SITE: District Office

CLASSIFICATION: Classified Bargaining Unit

WORK YEAR: 12 Months

SALARY: Range 254 - Classified Salary Schedule

APPROVED BY THE BOARD OF TRUSTEES: November 12, 2020

JOB SUMMARY:

Under the general supervision of the Director of Technology, the Information Technology Specialist operates and maintains a wide variety of electronic information resources. Responsibilities include, but are not limited to, the daily operation of complex information systems; the development and support of beneficial interactions between diverse information resources; assisting district and school level staff in utilizing information resources through direct interaction and staff development; preparation of standardized and ad hoc reports; insuring information systems performance and integrity by performing maintenance, implementing upgrades and installing patches; and by assisting in the development of new resources, operational procedures and information management policies. The Information Technology Specialist will also perform other related duties as assigned.

ESSENTIAL FUNCTIONS:

1. Support all aspects of the California Longitudinal Pupil Achievement Data System (CALPADS), including compiling, inputting, maintaining and managing state-wide school and student database systems as well as troubleshooting issues and submitting reporting as required by state law.
2. Coordinate and support the day-to-day operation of the District Student Information System (SIS) application and database.
3. Ensure data compatibility with electronic reporting requirements of federal, state and local agencies; and provide data support for Equal Opportunity School and/or similar organizations.
4. Align student data collection with California Department of Education (CDE) and CALPADS standards and requirements.
5. Develop and implement integrated end user information delivery mechanisms such as web portals and customized database front ends.
6. Assist in the development of additional information resources.
7. Install patches and upgrades to Student Information System.
8. Perform year end and other cyclical processing.
9. Evaluate security and recommend changes to improve system integrity.
10. Work directly with vendors to correct system operational and structural issues and to resolve problems in the most expeditious manner possible.
11. Ensure accurate and secure transmittal of student and District data with various third parties.
12. Support directly with District Student Data Specialist and school site Student Data Analysts by providing high level technical support, development of district wide information processing procedures and staff development.
13. Develop and distribute data analysis tools such as queries and data export procedures to enable all staff to make optimal use of available resources.
14. Train personnel on the efficient and effective use of the Student Information System, Destiny, CALPADS, and other systems supported by Technology Support Group.
15. In conjunction with the District Curriculum Department, prepare and submit data exports as needed to comply with regulatory requirements and to support standardized student testing.
16. Provide support to end-users through direct interaction and staff development in order to facilitate the use of information resources to their fullest extent.
17. In conjunction with the Director of Technology, assess and evaluate the effectiveness of existing resources and develop, recommend and implement enhancements.

18. Maintain District data storage and forms creation system. In conjunction with department heads or a taskforce, design form, workflow, and templates to be used in the District.
19. Create and keep up-to-date documentation and instructions on using data storage and forms creation system.
20. Create and implement workflow for folders and documents scanned into data storage system.
21. Ensure additions, revisions, and updates for Destiny, Naviance and eTriton are maintain accurate and up-to-date.
22. During grading window periods, download grade files from Canvas; and review and edit, then load to Aeries.
23. Perform other related duties as assigned.

Employment Standards:

- Incumbent must be able to perform essential functions above plus assigned department duties 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

- B.S. in Computer Science or equivalent plus five years of direct experience in the field.
- Direct experience in the implementation, configuration and day to day operation of large multi-user database systems.
- Demonstrated direct experience in the integration of diverse data structures for the purpose of information delivery to end users via a unified interface.
- Demonstrated leadership skills.
- Effective communication with all levels of personnel.
- The ability to multi-task in a busy environment.

KNOWLEDGE OF:

- Applicable laws, codes, regulations and policies, including security of data.
- Stay current on Student Information System (SIS), CALPADS, and other vendor upgrades, changes, and rules by attending County and Bay Area meetings, conferences, web sites, and vendor communiques.
- Records management and filing systems.
- Problem analysis and report writing techniques, data organization and presentation.
- Basic statistical principles and methods, techniques and procedures.
- Organization and planning techniques.
- District adopted student database systems and database software.
- Correct English usage, grammar, spelling, punctuation and vocabulary.
- Oral and written communication skills.
- Interpersonal skills using tact, patience and courtesy.
- Excellent customer service skills.

EXPERIENCED WITH:

- Interpret and apply state, federal and school District functions, policies, procedures, rules and regulations related to data reporting.
- Plan, organize, and prioritize workload independently so as to meet established time lines.
- Communicate effectively and tactfully in both oral and written forms with administrators, staff, students and third parties' information systems.
- Reason logically and draw valid conclusions.
- Analyze and solve complex technical and business problems.
- Identify and resolve data information support issues in a timely manner.
- Maintain confidential information.
- To remain calm and patient in stressful situations.

- Establish and maintain cooperative, sensitive and effective working relationships with students, parents, staff and the public.
- Identify workplace hazards and/or unsafe conditions and take appropriate action to correct same.
- 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.
- Ability to move, lift and/or carry up to 35 pounds.
- Ability to manipulate fine equipment and tools.

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.