



## SAN MATEO UNION HIGH SCHOOL DISTRICT

### CLASSIFIED JOB DESCRIPTION

**JOB TITLE:** STUDENT DATA SPECIALIST  
**REPORTS TO:** Director of Student Services **SITE:** District Office  
**CLASSIFICATION:** Classified Bargaining Unit **WORK YEAR:** 12 Month  
**SALARY:** Range 144 – 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 Student Services, the Student Data Specialist is responsible for the quality, integrity, and completeness of essential electronic records for all students with a special emphasis on demographic and enrollment data. Working in close association with the office of Attendance and Welfare, the Student Data Specialist will employ an advanced level of proficiency in the utilization of a wide variety of information management tools to monitor, audit and insure successful completion of all enrollment transactions. The Student Data Specialist will ensure that electronic student records of all types are maintained in accordance with District Policy and all other applicable standards through regular audits of information systems and by maintaining a close and supportive relationship with school site Student Data Analysts. The Student Data Specialist will also perform related duties as assigned. Incumbents in this position should demonstrate advanced knowledge in the District's policies, as well as State and Federal regulations pertaining to student records.

#### **ESSENTIAL FUNCTIONS:**

1. Actively monitor, manage and facilitate the processing of student enrollment transactions, and maintain and evaluate student data.
2. Audit student demographic records and edit as required to ensure the highest possible quality, accuracy and conformity with standards.
3. Extract and compile data and coordinate the production, printing, and distribution of various periodic and special reports relating to attendance, schedules, grads, and student demographic data, etc.
4. Work with other staff in monitoring/maintaining the Student Information System (SIS) to optimize performance.
5. Act as liaison to Middle School Information Technology staff during annual mass enrollment of new students.
6. Coordinate and audit the processing of mass enrollment data for incoming freshman classes.
7. Acting as liaison with school site staff, coordinate, facilitate and audit the completeness and quality of student data as required for state and federal reporting and for standardized student testing submissions.
8. Act as liaison between district staff and the Director of Technology by observing information processing requirements and procedures and recommending changes and enhancements.
9. Act as liaison between school site staff and the Director of Technology by facilitating communication and interaction between school site Student Data Analysts and providing recommendations for changes and enhancements.
10. Produce ad-hoc reports as requested.
11. Consistently maintain data to ensure compliance with established parameters.
12. Effectively communicate, both orally and in written form, with all levels of personnel.
13. Act as a backup to Attendance and Welfare Technician.
14. Perform other related duties, as assigned.

#### **Employment Standards:**

- Incumbent must be able to perform essential functions 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**

- Two-year degree and/or equivalent experience.
- Three years of working in a leadership role/experience in an educational environment desirable.

**KNOWLEDGE OF/SKILLS:**

- Strong interpersonal and leadership skills.
- Critical thinking skills.
- Strong analytical and organizational skills.
- Advanced knowledge of databases.
- Data entry and collection.
- Correct English usage, spelling, grammar, punctuation and vocabulary.

**ABILITY TO:**

- Demonstrated ability to plan, organize and interpret complex policies and procedures.
- Strong interpersonal and leadership skills.
- Demonstrated ability of efficiency and accuracy/attention to detail.
- Critical thinking skills as well as the ability to multi-task.
- Strong analytical and organizational skills.
- Advanced knowledge of databases.
- Communicate effectively both orally and in writing.
- Compile and tabulate data, and prepare reports and other materials.
- Deal effectively with a variety of personalities in situations requiring diplomacy, poise and firmness.
- Establish and maintain effective relationships with those contacted in the course of work.
- Remain calm and patient in stressful situations.
- Identify workplace hazards and/or unsafe conditions and take appropriate action to correct same.
- 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:**

- Must successfully pass the District's pre-employment Department of Justice fingerprint clearance.
- 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.