

Data Administrator and CALPADS Specialist

DEFINITION:

Under direction of the Coordinator of Education Technology or designee, the Data Administrator and CALPADS Specialist role is to plan, coordinate, and implement California Longitudinal Pupil Achievement Data System (CALPADS) and other related state and federal reporting systems. Perform a variety of duties to facilitate accurate reporting, ensure adherence to reporting timelines, and timely access to actionable data.

QUALIFICATIONS:

Experience:

- Knowledge of: Principles, capabilities, and operation of microcomputers and related equipment; various hardware platforms; operating Systems, and related system analysis work, general database systems, applications, and application suites; principles and a general understanding of local and wide area networks.

Education:

- Completion of a Bachelor of Arts/Science degree with a computer or data science background or equivalent experience. This experience must demonstrate both advanced computer skills and customer relations skills with the ability to provide user support and technical assistance.

Other:

- California Driver's License

DISTINGUISHING CHARACTERISTICS:

- Manages, plans, and coordinates District compliance with mandated electronic state, federal and other reporting systems, including the California Longitudinal Pupil Achievement Data System (CALPADS) and other related data collections.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Represents the District as the coordinator/primary contact for CALPADS and other related data collections, including attending trainings, webinars, and communications with other school districts and stakeholders.
- Represents the District as a primary contact for the California Department of Education (CDE) on issues related to CALPADS and other related mandated electronic reporting systems.
- Aligns District information systems' data collections with those of reporting agencies, including the California Department of Education, to ensure compliance with relevant data collection standards, processes, and requirements.
- Works with internal and external stakeholders to design, develop, and submit reports and data files for the purpose of meeting reporting timelines.
- Submits, analyzes, and troubleshoots various reporting requirements as required and reconciles reporting issues between internal and external stakeholders.
- Coordinates the review of data and data corrections, acting as liaison between internal staff and external agencies to assure compliance with state, federal, and other requirements.
- Manages data requests and reports related to ensuring accurate reporting of related data collections.
- Coordinates CALPADS certification responsibilities with various FCUSD Staff.
- Advises upper management and other stakeholders of operational processes necessary for accurate reporting of assigned data collections.
- Gathers documents, and manages existing, changing, and emerging data requirements for all assigned data collections in order to remain compliant.
- Provides technical assistance to various District staff regarding CALPADS and other mandated reporting requirements.
- Reviews and evaluates District procedures, schedules, and system controls to ensure mandated reporting accuracy and efficiency.

- Maintains knowledge of relevant mandated reporting requirements; reviews and recommends revisions to District policies and procedures to ensure District compliance with state, federal and other requirements.
- Communicates regularly with District departments and provides relevant mandated reporting training to ensure accurate reporting for all assigned data collections.
- Monitors, maintains, and updates the FCUSD data within CALPADS and associated information systems and databases as required.
- Assists in completing requirements for associated mandated data collection deliverables.
- Consults with administration, supervisors, and other users to identify priorities and ensure timely access to actionable data.
- Provides secondary support for the District's Student Information System (SIS).
- Supports related ETIS department projects.
- Perform other duties as are reasonably related to the position and that are consistent with the knowledge, skills and abilities required for the job.

KNOWLEDGE:

- Applicable laws, codes, regulations, standards, policies, and procedures relating to CALPADS
- Microsoft Office suite (Excel expertise required)
- Databases and Information Systems (experience with one or more of the leading SIS; i.e., Aeries, Infinite Campus, PowerSchool, etc. preferred)

ABILITIES AND SKILLS:

- Communicate effectively (orally and written) with individuals and groups.
- Teach computer skills to others.
- Work cooperatively with others.
- Analyze data to identify software and hardware problems.
- Effectively use resources to identify and resolve problems.
- Make comparisons and informed specification decisions.
- Plan, organize, and promote teamwork between various District staff to meet deadlines.

PHYSICAL REQUIREMENTS:

Physical abilities include the usual and customary methods of performing the job's functions and require the following physical demands: occasional lifting, carrying, pushing and/or pulling; some climbing and balancing, some stooping, kneeling, crouching; reaching, handling, touching and/or feeling; manual dexterity to operate a telephone and enter data into a computer.

Significant physical abilities include ability to sit at a desk, conference table, or in meetings of various configurations for extended periods of time; see and read, with or without visual aids, laws and codes, rules, policies and other printed matter, computer screens and printouts; hear and understand speech at normal room levels and hear and understand speech on the telephone; speak in audible tones so that others may understand clearly in normal conversations.

WORK ENVIRONMENT:

- The work environment characteristics described are representative of those an employee encounters while performing the essential functions of this job.
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- The noise level in the work environment is usually moderate.
- Employees in this position will be required to work indoors in a standard office environment and come in direct contact with district staff and the public.