

WISEBURN UNIFIED SCHOOL DISTRICT

District Support Systems Coordinator

DEFINITION:

Under the direction of the Superintendent or designee, serves as support staff to various district office departments. Performs complex clerical work involving matters related to District student information and data system, student special education data management system, and California Department of Education data system.

The job of the District Support Systems Coordinator was established for the purpose(s) of providing a variety of technical support to the assigned administrator and department, or designee; establishing and maintaining department records; coordinating assigned projects; and compiling and distributing a wide variety of material and reports.

EXAMPLES OF DUTIES:

- Serves as system administrator and applications support technician in the management and maintenance of multiple student information and data systems E
- Coordinate, maintain and update data between the District student information system, student special education data management system, and the California Department of Education data system E
- Communicate and cooperate with public agencies, District employees, and the California Department of Education to exchange information and resolve issues or concerns related to student information and data systems E
- Prepare and maintain records and reports related to student information and data systems
- Maintains currency with compliance and federal regulations and California Education Code as related to student information and data systems; provides guidance to staff regarding compliance with regulations. E
- Manage and monitor collection and dissemination of student information and data including the coordination of data submission requirements between the District and external agencies E
- Provides feedback on District data protocols and creates systems to mitigate challenges in collecting, disseminating, and preparing data reports
- Provides support and training to District and Site staff for student information and data systems
- Perform related duties as required

DESIRABLE QUALIFICATIONS

Knowledge of:

- Modern office principles, procedures, and terminology.
- English usage, including vocabulary, spelling, grammar, and punctuation.
- District, State and County Inter-district compliance laws and policies.
- Standard office machines and their operations.
- Computers using word processing, Excel Spreadsheet, database and desktop publishing applications.
- Letter and report writing.
- Common public relations courtesies, practices, and techniques, when dealing with the public and parents
- A second language, Spanish.

Ability to:

- Ability to use a variety of software programs and databases to maintain records and generate reports including word processing, spreadsheets, etc.
- Learn specific rules, laws, and policies quickly and apply them with good judgment in a variety of procedural matters without close supervision.
- Compile and maintain accurate and complete records and reports and devise improvements as necessary.
- Understand and follow oral and written instructions.
- Type at a rate of 50 words per minute from clear copy.
- Establish and maintain cooperative and effective working relationships with those contacted in the course of work.
- Perform a variety of responsible clerical work, and take charge of administrative details.
- Work independently with confidential records and reports.
- Perform basic business functions and make arithmetic calculations.
- Understand and speak Spanish.

Experience:

Three years of varied and increasingly responsible experience comparable to duties listed above.

Education and/or Licensure:

A high school diploma or its equivalent including or supplemented with courses in computers, or training in office and project management, advanced administrative skills, public relations, or other related field.

WORKING CONDITIONS

Environment:

Office environment, subject to constant interruptions.

Physical Abilities:

Vision (which may be corrected)	to see small print and maintain records
Hearing (Which may be corrected)	to communicate with staff, to talk on phone
Speech	to communicate with staff, to talk on phone
Dexterity of hands and fingers	to operate office equipment
Sitting for prolonged periods of time	to perform required duties
Bending at the waist	to pick up office materials/equipment
Strength	to lift, push, pull and/or carry objects which may weigh as much as 25 lbs. on an occasional basis.