



Romoland School District

JOB DESCRIPTION DATA INTEGRITY SPECIALIST

Definition

Under the supervision of the Chief Technology Officer, this position performs tasks related to the maintenance of school site and district data including those tasks required to comply with CALPADS reporting requirements, primary District contact regarding the Student Information System (SIS).

Essential Job Functions:

- Monitor, maintain and assess accuracy of district and school site data; identify and communicate discrepancies with the appropriate district personnel and provide support to ensure resolution of discrepancies.
- Support the special education department in the monitoring of data as it relates to CALPADS.
- Reconcile data between student and employee information systems and CALPADS and other state reporting systems.
- Create custom reports, forms, dependent applications and data extracts as needed to support the needs of other district employees.
- Learn and apply pertinent policies, laws, rules and procedures.
- Respond to questions from employees or other individuals regarding district policies and procedures.
- Support and train district staff in the use of the district student information system.
- Respond to Help Desk requests regarding the use of the SIS system.
- Collaborates with the Human Resources Department to confirm accuracy of staff credentialing information.
- Meet internal, state and federal reporting timelines.
- Understand and carry out oral and written instructions, policies and procedures in an independent manner.
- Other duties related to essential job functions.

Other Job Functions:

- Support other district staff in the completion of their work when related to the essential job functions listed above.
- Attend meetings as required for the purpose of maintaining skills and gathering and/or conveying required information.
- Create and disseminate instructions and procedures to student information system users.
- Learn complex computer data entry and retrieval systems as designated.
- Communicate effectively and tactfully in both oral and written forms.

Minimum Qualifications

Skills, Knowledge and/or Abilities:

- District organization, operations, policies, and objectives.
- Operation of office machines and computer software applications.
- Data manipulation, diagnostics, and providing support to end users.
- Correct English usage, grammar, spelling and punctuation.

Education and Experience:

- Equivalent of the completion of the twelfth (12th) grade.
- Experience with student information system required.

Licenses, Certifications and Testing Required:

- Fingerprint/criminal justice clearance.
- Tuberculosis clearance.

Physical Requirements:

The physical requirements below are necessary to perform the essential job functions. Reasonable accommodation will be made to enable a person with a disability to perform these functions.

- Work environment is a typical indoor office setting. Requires willingness and ability to work effectively in and move around an office.
- Physical, mental and emotional stamina to work an eight-hour shift under sometimes stressful conditions, with frequent distractions and interruptions and deal with angry/upset people in a calm and professional manner.
- Sufficient hand-eye coordination and manual dexterity to use a wide variety of office equipment, to keyboard at a rate sufficient to perform the duties of the job, and to write, file, maintain records and prepare reports.
- Ability to see and read small print.
- Ability to hear in order to conduct in-person and telephone conversations.
- Ability to speak in an understandable voice with sufficient volume to be heard in normal conversational distance, on the telephone and in addressing groups.
- Ability to sit for extended periods of time, up to an eight-hour shift (with the exception of breaks and lunch).
- Sufficient mobility to bend, stoop, push, pull, stand and walk on an occasional basis to file, move equipment or supplies or take work from one location to another.

Employment Category: Classified Bargaining Unit

Work year: 247 Days

Work Day: 8 Hours

Salary Schedule: Row 24