



## JOB DESCRIPTION CALPADS/SIS Data Specialist



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|-------------------------|--|---|-----------------------|
| <b>Reports to:</b>      | Assistant Superintendent<br>Educational Services | <b>Employment Group /<br/>Salary Range:</b>         | Classified<br>Range Q |
| <b>Dept:</b>            | Educational Services                             | <b>FLSA:</b>  | Non-Exempt            |
| <b>Annual Workdays:</b> | 261  | <b>Formal Review Date:<br/>Board Approval Date:</b> | 9/26/23<br>10/2/23    |

### PRIMARY FUNCTIONS

Under the supervision and direction of the Assistant Superintendent of Educational Services, performs a variety of specialized functions to maintain and facilitate the creation and implementation of new and updated policies, computerized collection, management, manipulation, and distribution of student and staff data used for analysis; provides technical assistance regarding data input and reporting; conducts user training and workshops; ensures accuracy of data and compliance with reporting requirements; generates routine and customized reports; and performs related duties as assigned.

### ESSENTIAL DUTIES & RESPONSIBILITIES

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to this class.

- Updates maintains, and monitors various student information systems (SIS, SEIS, CALPADS) and databases used to meet federal, state, and local data requirements.
- Provides information and guidance in the areas of Attendance, Enrollment, Discipline, and other District procedures to District and school site staff.
- Research, designs, and implements procedures, standards and policies to submit data to the California Department of Education, County Offices of Education, and other local, regional, state, and federal agencies; audits, certifies, and publishes student and staff information.
- Validates and corrects data inaccuracies and oversees data integration as it relates to the SIS and State California Longitudinal Pupil Achievement Program (CALPADS); recognizes, troubleshoots, and coordinates with district staff the resolution of synchronization issues between databases and information systems, and other districts and CDE.
- Coordinates data collection with other departments and school sites in preparation for submission of state-mandated District reporting; audits information regarding enrollment, attendance, statistical, state, and federal programs in order to ensure accuracy of reporting.
- Develops queries and reporting formats for a variety of periodic and special reports for school sites and District management such as attendance, schedules, grades, and student demographic data; ensures the integrity of student data and reports.
- Oversees and provides technical support to staff; provides user support and training to school sites

and District staff in the use of SIS, data entry of various student records, grades, and report-generation methods.

- Analyzes statistical data, program requirements, and contractual requirements; prepares a variety of quarterly, annual, and final reports for assigned programs and grants, uploading data to funding source portals; may interact with funding source representatives on program compliance issues.
- Coordinates with information technology to prepare SIS for state and federal changes needed for reporting.
- Coordinates with sites and assists the Fiscal department for P1, P2, and P3 ADA reporting, as well as annual audit requests..
- Coordinates and communicates with HR (Human Resources) to ensure certificated staff records are accurate for State reporting.
- Read, understand and accurately interpret Federal and State Policies, Procedures regulations and guidelines and relay technical information.
- Serves as District LEA Admin for CALPADS
- Performs related duties as assigned.

## **QUALIFICATIONS**

### **Education and Experience:**

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Graduation from an associate degree program with significant coursework in business, computer science, data analytics, or a related field and at least three years of recent experience working with student information systems (Aeries preferred) and state reporting systems uploading and downloading data, running queries, correcting and updating SIS data, and generating reports; or a similar job function; or an equivalent combination of experience and training. A bachelor's degree is preferred.

### **Licenses, Certificates and Other Requirements:**

- A valid California driver's license and the ability to maintain insurability under the district's vehicle insurance program may be required in some assignments.

## **KNOWLEDGE, SKILLS AND ABILITIES**

### **Knowledge of:**

- Principles, practices, and operations of student information systems and state reporting systems used for CALPADS.
- Data recording and reporting requirements and formats.
- Working knowledge of special programs, student assessment, and related services.
- Principles, practices, and procedures of data reconciliation and auditing.
- Basic knowledge of database formats, SQL table relationships, and reporting.
- Research, statistical, and forecasting methods used in educational data analysis and management.

- Federal, state, and District rules, regulations, and policies affecting student data and reporting.
- District rules, regulations, and requirements related to fiscal services.

**Skills and Abilities to:**

- Ensure student data is input and reported accurately and that information reported to state and federal entities is correct and timely.
- Analyze, interpret, evaluate, and summarize complex data to produce reports.
- Analyze statistical, procedural, operational, and organizational problems, evaluate alternatives, and reach sound, logical, fact-based conclusions, projections, and recommendations.
- Collect, evaluate, and interpret appropriate and applicable data, either in statistical or narrative form.
- Maintain confidentiality of District and student data.
- Train staff on the usage of SIS.
- Communicate effectively, both orally and in writing.
- Understand and follow written and oral instructions.
- Operate a computer and use standard business software.
- Establish and maintain cooperative and effective working relationships with federal, state, and local agencies, as well as at the district level.
- Understand and be sensitive to and respectful of the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of students, faculty, and staff.
- Read, understand, and accurately interpret Federal and State Policies, Procedures, regulations and guidelines.

**PHYSICAL AND MENTAL DEMANDS**

The physical and mental demands described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

**Physical Demands:**

While performing the duties of this class, employees are regularly required to talk or hear, in person and by telephone; sit, walk, and stand; use hands to finger, handle, feel, or operate objects, tools, or controls; reach with hands and arms; and perform repetitive movements of hands or wrists. The employee is frequently required to lift up to 10 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

**Mental Demands:**

While performing the duties of this class, employees are regularly required to use written and oral communication skills; read and interpret data, information and documents; analyze and solve problems; observe and interpret situations; use math and mathematical reasoning; observe and interpret people and situations; learn and apply new information and skills; perform highly detailed work; work on multiple, concurrent tasks; work with frequent interruptions and under intensive deadlines.

**WORKING ENVIRONMENT**

The work environment characteristics described here are representative of those an employee

encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

Employees work under typical office conditions subject to frequent public contact and interruption and to intermittent exposure to individuals acting in a disagreeable fashion.

The employee may be required to travel to locations other than assigned work site and to adjust to work schedule changes and requirements to work overtime.

**EMPLOYEE CERTIFICATION OF JOB DESCRIPTION**

I hereby acknowledge I have read and understand the content of this job description. I have had the opportunity to ask questions and have those questions answered about the general duties and responsibilities of this job. I understand that the job description may be revised from time to time in the future by the Patterson Joint Unified School District Governing Board in consultation with my professional association as needed and where applicable.

I understand and agree nothing in this job description should be construed as a contract of employment. My employment with the Patterson Joint Unified School District is contingent upon execution of a signed contract approved by the board of trustees. Continued employment is subject to my adherence to board policy, state and federal laws, the collective bargaining agreement between my association and the district where applicable, and my performance evaluation.

I further acknowledge that it is my responsibility to notify my supervisor immediately in the event I may need reasonable accommodations to perform the primary functions, general duties and responsibilities, or the physical, mental and social requirements of this job.

\_\_\_\_\_  
*Employee Signature*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Name Printed*