

**JOB DESCRIPTION**  
**San Diego County Office of Education**

**Coordinator, Data Reporting**

**Purpose Statement**

Under administrative direction, the Coordinator, Data Reporting, is responsible for planning, coordinating, and implementing local policies and procedures related to the California Longitudinal Pupil Achievement Data System (CALPADS) and other assigned state and federal reporting systems to ensure compliance with mandated timelines for data reporting, and serves as a technical resource and provides assistance to San Diego County Office of Education (SDCOE) programs, school districts, and charter schools regarding CALPADS requirements and reporting.

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**Diversity Statement:**

Because each person is born with inherent worth and dignity, and because equitable access and opportunity are essential to a just, educated society, SDCOE employee commitments include being respectful of differences and diverse perspectives, and being accountable for one's actions and the resulting impact.

**Representative Duties:**

This position description is intended to describe the general nature and level of work being performed by the employee assigned to the position. This description is not an exhaustive list of all duties, responsibilities, knowledge, skills, abilities, and working conditions associated with the position. Incumbents may be required to perform any combination of these duties. All requirements are subject to possible modification to reasonably accommodate individuals with a disability.

**Essential Functions**

- Responds to inquiries and provides assistance to San Diego County Office of Education (SDCOE) programs, school districts, and charter schools regarding CALPADS requirements and reporting.
- Represents SDCOE as the primary contact for the California Department of Education (CDE) on issues related to CALPADS and other mandated student information electronic reporting systems as assigned.
- Ensures that assigned student information systems meet legal data confidentiality, audit, and archiving requirements.
- Develops procedures and best practices resources related to CALPADS, and other assigned state and federal reporting systems, to assist users with meeting local, state, and federal compliance guidelines.
- Develops and delivers trainings to SDCOE staff, district, and charter school stakeholders on the operation and maintenance of CALPADS data and data corrections, and other electronic state and federal reporting systems.
- Develops and supports the student information system data user community, documenting and sharing successes, and engaging data partners, organizations and key field experts.
- Works with internal and external stakeholders to design, develop, and submit data reports and coordinates the review of data and data corrections to ensure compliance with reporting guidelines.
- Researches and analyzes the data reporting needs of school districts and charter schools to make recommendations for process and system improvements.
- Researches, designs, and implements policies and procedures related to assigned electronic data reporting systems to audit, certify, and potentially publish student and staff data to CALPADS and

other local, regional, state and federal agencies.

- Participates in assigned data reporting systems testing, including developing test plans, data, and procedures, to validate the accuracy of system output.
- Maintains current knowledge of relevant legal and legislative mandated reporting requirements, and reviews and revises reporting policies and procedures to ensure compliance with local, state and federal guidelines.
- Monitors CDE and other sources for changing and emerging technical and data requirements related to the CALPADS and other assigned data reporting systems, and revises policies and procedures accordingly to maintain compliance.
- Advises senior management of operational processes necessary for accuracy and recommends policies, procedures, and/or actions on issues that relate to in assigned data reporting systems.
- Communicates regularly with stakeholders regarding all assigned mandated reporting timelines and requirements.
- Prepares a wide variety of written materials for documenting activities, providing reference, conveying information, and complying with established reporting requirements.

### **Other Functions**

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

### **Job Requirements: Minimum Qualifications**

#### **Knowledge and Abilities:**

KNOWLEDGE of:

Project management concepts, techniques, and methodologies;

Principles and practices of database management;

K-12 student information system operations;

Federal and state student records requirements and applicable codes;

CALPADS reporting requirements and objectives;

State Test Operations Management System (TOMS);

State and Federal Reporting requirements, timelines and updates;

Student information systems used by SDCOE, including CALPADS, Aeries, Synergy, and PowerSchool.

ABILITY to:

Promote a human-centered culture that elevates the strengths of others creating a sense of belongingness;

Practice cultural competency while working collaboratively with diverse groups and individuals;

Identify and analyze user or system problems and recommend alternative procedures or solutions;

Analyze functional requirements, apply governing rules and regulations, and translate into best proactive solutions;

Plan, analyze, design, test, and implement software application solutions;

Demonstrate effective use of student information systems used by SDCOE, including CALPADS, Aeries, Synergy, and PowerSchool.

Make effective technical presentations to individuals and groups;

Maintain confidentiality of information;  
Work effectively independently and as part of a team with minimum supervision;  
Establish and maintain effective working relationships with staff and clients contacted during work;  
Demonstrate effective interpersonal skills, including tact, patience, and courtesy;  
Communicate effectively and professionally orally and in writing.

**Responsibility**

Responsibilities include: working under limited supervision using standardized practices and/or methods; directing other persons within a small work unit; monitoring budget expenditures. Utilization of some resources from other work units is often required to perform the job's functions. There is some opportunity to impact the organization's services.

**Working Environment:**

On occasion, this position will require evening and weekend work hours to accommodate training needs for school districts and other stakeholders in locations across San Diego County.

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling, some stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally, the job requires 90% sitting, 5% walking, and 5% standing. This job is performed in a generally clean and healthy environment.

Experience: Four (4) years of work experience managing data in student information systems in a K-12 educational agency.

Education: Bachelor's degree with major coursework in information systems, data management, computer science, or a related field from an accredited college or university.

Equivalency: A combination of education and experience equivalent to a bachelor's degree with major coursework in information systems, data management, computer science, or a related field from an accredited college or university, and four (4) years of work experience managing data in student information systems in a K-12 educational agency.

Required Testing

N/A

Certificates

Valid CA Driver's License

Continuing Educ./Training

N/A

Clearances

Criminal Justice fingerprint/Background Clearance  
Drug Test  
Physical examination including TB Screen

FLSA State: Exempt

Salary Range: Classified Management, Grade 45

**Personnel Commission Approved: July 17, 2019**

Revised: 10/2024