

Revised Job Description

Alameda Unified School District

Database Administrator - Special Ed Databases

Purpose Statement

The job of Database Administrator - Special Ed Databases is done for the purpose/s of managing the special education database systems; providing instruction and advice to system users; analyzing problems and issues related to the special education system and related software; coordinating usage among all system users; ensures compliance with federal and state mandates; and producing a wide variety of statistical reports.

This job reports to Assigned Administrator

Essential Functions

- Administers system security (e.g. authorization, access, passwords, etc.) for the purpose of regulating access to the student information system and ensuring confidentiality of student records.
- Designs reports options and/or database applications for the purpose of providing personnel with information customized to their specific needs (e.g. federal, state, district & SELPA).
- Develops a variety of user materials (e.g. step-by-step instructions for District staff and training guides, etc.) for the purpose of providing instruction and reference.
- Generates a wide variety of periodic and ad hoc reports and listing (e.g. Staffing changes, assessments, student's transportation, per IEP, training summaries, timelines, SPED directories, etc.) for the purpose of meeting program requirements and disseminating information to appropriate parties including federal, state and SELPA.
- Instructs district and site staff on the use of student information systems (e.g. new applications, upgrades, updates, etc.) for the purpose of ensuring proper and efficient use of system.
- Maintains a wide variety of electronic and written records (e.g. change of status, requisitions and record keeping, etc.) for the purpose of compiling historical information and meeting all program requirements for all Special Education staff (management, Classified and Certificated).
- Oversees student data records (e.g. student demographic, assessments, etc.) for the purpose of ensuring accuracy of data.
- Participates/facilitates in meetings and workshops for the purpose of training, communicating student information system capabilities and/or accommodating district goals.
- Responds to inquiries relating to Special Ed software applications (e.g. coding, generating reports, updating records, etc.) for the purpose of troubleshooting and resolving problems and supporting site and district users.

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

Skills, Knowledge and Abilities

SKILLS are required to perform multiple, technical tasks with a need to periodically upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: preparing and maintaining accurate records; troubleshooting database issues; classifying data and/or information; using pertinent software applications.

KNOWLEDGE is required to perform algebra and/or geometry; read technical information, compose a variety of documents, and/or facilitate group discussions; and analyze situations to define issues and draw conclusions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: current database structures; SpEd; intermediate use of EXCEL; basic statistical analysis.

ABILITY is required to schedule activities, meetings, and/or events; routinely gather, collate, and/or classify data; and consider a variety of factors when using equipment. Flexibility is required to work with others in a wide variety of circumstances; analyze data utilizing defined but different processes; and operate equipment using a variety of standardized methods. Ability is also required to work with a wide diversity of individuals; work with data of varied types and/or purposes; and utilize a variety of job-related equipment. Problem solving is required to identify issues and create action plans. Problem solving with data requires independent interpretation of guidelines; and problem solving with equipment is moderate. Specific ability based competencies required to satisfactorily perform the functions of the job include: being attentive to detail; establishing and maintaining effective working relationships; communicating with persons with diverse technical knowledge and skills; maintaining confidentiality; and working with frequent interruptions; meeting deadlines and schedules.

Responsibility

Responsibilities include: working under limited supervision using standardized practices and/or methods; leading, guiding, and/or coordinating others; tracking budget expenditures. Utilization of resources from other work units is often required to perform the job's functions. There is a continual opportunity to impact the organization's services.

Work Environment

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 80% sitting, 10% walking, 10% standing. This job is performed in a generally clean and healthy environment.

Experience: Job related experience within a specialized field is required in providing technical support for the use and management of information systems.

Education: Targeted, job related education with study in job-related area.

Equivalency: College level course work in business administration, secretarial science, or related field.

Required Testing

None Specified

Certificates and Licenses

None Specified

Continuing Educ. / Training

None Specified

Clearances

Criminal Background Clearance
Tuberculosis Clearance

FLSA Status

Non Exempt

Approval Date

6/14/2022

Revised Date

2/14/2023

Salary Grade

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