CALPADS SPECIALIST

Purpose Statement

The CALPADS specialist plans, supports, coordinates, and implements the California Longitudinal Pupil Achievement Data System (CALPADS) for the District and related LEAs. The Specialist performs a variety of duties to facilitate accurate reporting, and to ensure adherence to reporting timelines for state mandated electronic data collections for Tahoe Truckee Unified School District.

Essential Functions

- Manages, plans and coordinates District compliance with mandated electronic state and federal reporting systems, including the California Longitudinal Pupil Achievement Data System (CALPADS) and other data collections as assigned (e.g. Civil Rights Data Collection)
- Represents the District as the specialist for CALPADS and other data collections as assigned, including attending trainings, webinars and communications with other school districts and stakeholders
- Represents the District as a primary contact for the California Department of Education (CDE) on issues related to CALPADS and other mandated electronic reporting systems as assigned
- Works with internal and external stakeholders to design, develop and submit reports and data files for the purpose of meeting reporting timelines
- Submits, analyzes and troubleshoots various reporting requirements as required and reconciles reporting issues between internal and external stakeholders
- Coordinates the review of data and data corrections, acting as liaison between internal and external stakeholders to assure compliance with state, federal and other requirements
- Manages data requests and reports related to ensuring accurate reporting of all assigned data collections
- Coordinates CALPADS certification responsibilities with various Tahoe Truckee Unified School District staff
- Works in collaboration with the Business Department in the submission of CARS data to the California Department of Education (bi-annual)
- Administers and certifies the submission of CBEDS data to the California Department of Education
- Prepares and submits data to the Civil Rights Data Collection (CRDC) agency from the U.S. Department of Education
- Submits and certifies CALPADS data for all reporting periods: Fall 1, Fall 2, EOY 1, EOY 2, EOY 3 and EOY 4 and submits required files to the CALPASS system
- Advises upper management and other stakeholders of operational processes necessary for accurate reporting of assigned data collections
- Gathers, documents and manages existing, changing and emerging data requirements for all assigned data collections in order to remain compliant
- Monitors relevant District information systems for changing and emerging data requirements, and coordinates all enhancements of these information systems to ensure quality control of data items for all assigned data collections
- Aligns District information systems' data collections with those of reporting agencies, including the California Department of Education, to ensure compliance with relevant data collection standards, processes and requirements
- Reviews and evaluates District procedures, schedules, and system controls to ensure mandated reporting accuracy and efficiency
- Maintains knowledge of relevant mandated reporting requirements; reviews and revises District policies and procedures to ensure District compliance with state, federal and other requirements
- Provides relevant mandated reporting training to District staff to ensure accurate reporting for all assigned data collections

- Plans, organizes and promotes teamwork between various District staff to ensure mandated reporting deadlines are met and data collections are accurate
- Provides for SSID creation, monitoring, and support for internal and external stakeholders
- Provides technical assistance to various District staff regarding CALPADS and other mandated reporting requirements
- Monitors, maintains and updates the Tahoe Truckee Unified School District data within CALPADS and associated information systems and databases as required
- Assists in completing requirements for various mandated data collection deliverables as assigned
- Communicates regularly with District stakeholders regarding all assigned mandated reporting timelines and requirements
- Provides support for the District's Student Information System (SIS) as needed and assigned
- Other related duties as assigned

Job Requirements & Skills

SKILLS are required to perform multiple, technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skills required to satisfactorily perform the functions of the job include: applying pertinent codes, policies, regulations and/or laws as related to worker compensation and employee benefits; communicating with diverse groups; operation standard office equipment including utilizing pertinent software applications; and preparing and maintaining accurate records.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read technical information, compose a variety of documents, and/or facilitate group discussions; and solve practical problems. Specific knowledge is required to satisfactorily perform the functions of the job includes: business telephone etiquette and office methods and practices. K-12 student information system operations. Current office software and tools such as Microsoft Word and Excel, Adobe Acrobat, Google productivity applications, and web browsers.

ABILITY is required to schedule a number of activities, meetings, and/or events; gather, collate, and/or classify data; and consider a number of factors when using equipment. Flexibility is required to independently work with others in a wide variety of circumstances; work with data utilizing defined and similar processes; and operate equipment using standardized methods. Ability is also required to work with a diversity of individuals and/or groups; work with a variety of data; and utilize specific, job-related equipment. In working with others, 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 limited to moderate. Research, analyze, design and develop processes and procedures, define and effectively communicate requirements and convey information in non-technical terms, read and make use of technical information in print and electronic form. Maintain consistent, punctual and regular attendance. Sit for extended periods of time.

Responsibility

Responsibilities include: working independently under broad organizational guidelines to achieve District objectives; There is a continual opportunity to significantly impact the District's services.

Work Environment

The usual and customary methods of performing the job's functions require the following physical demands: Sitting for extended periods of time and working regularly in an office environment, occasional lifting, carrying, pushing, and/or pulling; some stooping, kneeling, crouching, significant fine finger dexterity, hearing and speaking to exchange information and make presentations. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Experience

Job related experience with increasing levels of responsibility

Certificates & Licenses

None Specified

Education
High School diploma and two years of experience in related field
Bachelor's degree and one year of experience in related field

Clearances
DOJ/FBI Fingerprint Clearance
TB Clearance

Required Testing
Successful Completion of Pre-Employment Process

Supervision
Executive Director of Educational Services

Additional Qualifications
Ability to travel to other sites/locations

Salary Grade
Classified Range 33

Continuing Education/ Training
Training attendance at workshops as appropriate
Ability and willingness to continue professional development to maintain current and applicable skill base in state and federal reporting systems applicable to use in a K-12 School District setting

Work Year
260 Days