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MEMORANDUM OF UNDERSTANDING

Between
California School Employee Association, and its Chapter #205 and
Sunnyvale School District

January 24, 2023

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Re: Creation of Student Assignment Analyst Classification

The bargaining teams for the Sunnyvale School District (District) and the California School Employees Association and its Chapter #205 (CSEA) met to discuss a new classification of Student Assignment Analyst Classification. During this discussion the parties acknowledged the need for support regarding the District's Registration, Open Enrollment, and Student Information Systems.

This position will perform complex duties in connection with the implementation of the student registration and open enrollment processes. More specifically, the Student Assignment Analyst Classification will oversee the registration and enrollment functions of the Student Information System, facilitate the successful submission of annual reporting for the California Longitudinal Pupil Achievement Data System (CALPADS) and meet data accuracy and delivery needs as it pertains to student information.

As a result of this process, the District and CSEA agree to the following:

1. The creation of a new classification Student Assignment Analyst. The new job description for the Student Assignment Analyst Classification is attached to this MOU.

2. The range for the Student Assignment Analyst will be a range 44.

3. Any misinterpretation or misapplication of the MOU shall be subject to the grievance procedure.

For CSEA: For District:

_osacr jauregu_____ Jan 25, 2023   _Mary Beth Allmann_ Jan 25, 2023
osacr jauregu (Jan 25, 2023 10:24 PST)   Mary Beth Allmann (Jan 25, 2023 11:10 PST)
_____   _____
Name   Date   Name   Date

_____ Jan 25, 2023   _Jeremy Nishihara_ Jan 25, 2023
Frances Li (Jan 25, 2023 10:25 PST)   Jeremy Nishihara (Jan 25, 2023 11:12 PST)
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Name   Date   Name   Date

_____ Jan 25, 2023
James Trujillo (Jan 25, 2023 11:02 PST)
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Name   Date

MOU re: Creation of Student Assignment Analyst Classification

SUNNYVALE SCHOOL DISTRICT

CLASS TITLE: STUDENT ASSIGNMENT ANALYST

BASIC FUNCTION:

Under the direction of the assigned supervisor. Performs complex duties in connection with the implementation of the student registration and open enrollment processes. Oversees the registration and enrollment functions of the Student Information System (SIS). Facilitates the successful submission of annual reporting for the California Longitudinal Pupil Achievement Data System (CALPADS). Meet data accuracy and delivery needs as it pertains to student information. Performs a variety of specialized complex process work to assist school sites in implementing District policies and procedures.

ESSENTIAL DUTIES:

Provide guidance to personnel assigned to the Student Information Systems Department.

Provide technical support of the District's SIS application and database.

Establish and enforce data entry standards.

Keep current on student information software, hardware and other related technologies.

Locate errors in student data and facilitate site or department efforts to correct errors.

Ensure accurate data submissions and certification of CALPADS within all timelines.

Manage the student data collection specifically required for CALPADS and similar systems for mandated reporting.

Assist staff in maintaining student information system data and obtaining information from enrollment and registration systems.

Ensure the integrity and security of student data; maintains and monitors the confidentiality of all student records and data.

Train school and district staff in registration and Open Enrollment policies, procedures, and systems.

Interpret and apply District policies, rules, regulations, and Education Code requirements as applicable to the department.

Organize and conduct Open Enrollment lottery as directed.

Facilitate the enrollment process with families and ensure appropriate documentation is collected and imputed into District information systems.

Review and implement District policies through documentation and development of processes and procedures.

Monitor and develop best practices to support and process registration to ensure students are able to quickly access school programs.

Composes letters, memos, bulletins, forms, reports, and other materials independently or in accordance with general written or verbal instructions.

Provides information to and acts as a resource for the public and the District community regarding student assignment.

Oversees the use of registration and enrollment systems.

Operates a variety of office equipment

Performs other duties as assigned.

KNOWLEDGE AND ABILITIES:
KNOWLEDGE OF:
Computer hardware systems, software applications utilized by the District.
Materials, methods and tools used in the operation and maintenance of information systems.
Record keeping techniques.
Knowledge of methods to enable quick and accurate diagnosis of difficulties.
Technical aspects of the field of specialty.
Verbal and written communication skills.
Basic inventory methods and practice.
Proper methods of storing equipment, materials, and supplies.
Copyright laws related to computer technology.

Local vendors and sources of supply.
Interpersonal skills using tact, patience and courtesy.
Basic instructional methods.

ABILITY TO:
Provide technical assistance and training to District staff.
Troubleshoot and repair basic system malfunctions and maintain system operation.
Diagnose computer related problems, determining if the problem is hardware or software.
Research, analyze and recommend new system software.
Maintain current knowledge of technological advances in the field.
Communicate effectively both verbally and in writing.
Establish and maintain cooperative and effective working relationships with others.
Prioritize and schedule work.
Maintain records and prepare reports.
Plan and organize work.
Input data at an acceptable rate of speed.

EDUCATION AND EXPERIENCE:
Any combination equivalent to: An Associate Degree and four (5) years of work experience in data systems and/or student information data systems.

LICENSES AND OTHER REQUIREMENTS:
Valid California driver's license.

WORKING CONDITIONS:
ENVIRONMENT:
Indoor work environment.

PHYSICAL DEMANDS:
Dexterity of hands and fingers to operate a computer keyboard.
Hearing and speaking to exchange information.
Seeing to read a variety of materials.
Sitting for extended periods of time.
Reaching overhead, above the shoulders and horizontally.
Ability to lift up to 25 pounds.
Bending at the waist, kneeling or crouching.

TERMS OF
EMPLOYMENT: Salary and terms of employment are described in the Agreement

between the Sunnyvale School District and California School Employees Association.

EVALUATION: Performance of this job will be evaluated in accordance with the Agreement between the Sunnyvale School District and the California School Employees Association.

CSEA MOU - Student Assignment Analyst 01.24.23

Final Audit Report   2023-01-25

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