

INFORMATION SYSTEMS SPECIALIST I

JOB SUMMARY

Under general supervision, assist the Information Systems Specialist II (CALPADS) in maintaining the district student information system and integrity of student data while training other District employees on the use of the student information system. Assist the Information Systems Specialist II (CALPADS) with State and Federal reporting as needed. Administer or maintain other information systems such as community and parent messaging systems, online enrollment systems, or other systems as directed.

DISTINGUISHING CHARACTERISTICS

The Information Systems Specialist I (ISS I) differs from that of Information Systems Specialist II (CALPADS) in that the duties are less complex in the student information system and do not require the same level of responsibility or knowledge of the Student Information System and of CALPADS and other State and Federal report submission.

SUPERVISION RECEIVED AND EXERCISED

The Information Systems Specialist I receives supervision from the Assistant Superintendent of Innovation and Instructional Support or other assigned administrator. The Information Systems Specialist I does not directly supervise other employees.

EXAMPLES OF DUTIES - Duties may include, but are not limited to, the following:

- Administers, maintains, and trains district staff on the district community/parent/staff messaging or communications systems (i.e. Blackboard Messenger, Parent Square, etc);
- Supports the Information Systems Specialist II (CALPADS) with the Student Information System (i.e. PowerSchool, SEIS, Illuminate, etc.), and maintains staff, health, disciplinary, special education or other tables as assigned;
- Administers the Student Information System online enrollment system;
- Conducts research for boundaries including interfacing with district-purchased GIS or other mapping software (i.e. decision insight);
- Supports Data Integration Specialist with data integration into Student Information System;
- Uploads files from photography or other vendors into the Student Information System;
- Supports the Information Systems Specialist II (CALPADS) with Federal and State Reporting (CALPADS, Civil Rights) as needed including staffing data;
- Supports the administration of data collection and submission for California School-Based Medi-Cal Administrative Activities (MAA) and Local Educational Agency (LEA) Medi-Cal Billing Option Program.
- Supports and maintains assessment and student achievement data systems.
- Interfaces with the vendor and administer the District mobile app and train district staff on the use of the mobile app;
- Provides technical and troubleshooting support to the sites on district information systems;
- Acts in emergencies to create district messages to the community and parents, coordinates translations and recordings of messages as necessary;
- Maintains good working relationships with all District users and provide answers to technical issues related to data software and information to appropriate personnel;
- Exports/imports data to/from third party applications;
- Maintains relationships with peers and online groups dedicated to District-adopted student information systems to ensure up to date knowledge and collaboration on system concerns and issues;
- Prepares, produces, and distributes materials and reports related to the program and/or specialties of the assignment, including parent letters;

- Performs a wide variety of general clerical and word processing work related to the site/department functions to which assigned;
- Provides training and technical support for employees;
- Handles confidential knowledge and information discreetly.
- Performs other related duties as assigned.

EMPLOYMENT STANDARDS

Any equivalent combination of training, education and experience that demonstrates the applicant is likely to possess the required knowledge, skill and ability to perform the job duties:

Education: Completion of coursework or certifications highly desirable.

Experience: Two (2) years of increasingly responsible experience with student information systems or other enterprise-wide data information systems; providing user training and customer services while troubleshooting on student information systems or enterprise-wide data information systems.

Knowledge of:

- Apple Operating System; database programs such as SQL, Access, MySQL;
- Word processing, and spreadsheet programs and applications;
- Principles and practices of user training and customer service;
- Principles and practices of data integrity and reporting to ensure correct data reporting;
- Principles and practices of data security and student data privacy.

Ability to:

- Maintain positive working relationships with staff from all school sites, district office, other departments;
- administer programs with little direct management;
- provide excellent customer service over the phone or in person to users of varying levels of technical ability;
- validate data including uploads and downloads;
- prepare training and informational materials regarding the programs and reports that the position is responsible for;
- maintain insurability to drive a personal vehicle on the job;
- assimilate and evaluate complex data and prepare sound recommendations;
- plan, organize and prioritize work to meet schedules and timelines;
- communicate effectively in writing, orally, in person or on the telephone;
- operate various office equipment, including data and word processing software programs;
- establish and maintain effective interpersonal relationships using tact, patience, courtesy and respect.

License: Possession of a valid Class C California Driver's License.

PHYSICAL STANDARDS:

The work environment and physical demands of the positions as described below are representative of those that must be met by an employee to successfully perform the essential functions of a position in this computer management category. Reasonable accommodations may be made to enable individuals to perform the essential functions of a specific position. These physical standards are generic in nature and tasks may vary dependent on specific trade and or specialized work assignment.

Work Environment: While performing the duties of this position employees are subject to constant interruption. The employee must be able to meet deadlines with severe time constraints. These positions may also be high volume positions and works without direct and/or constant supervision. Although the employee in these positions works mainly indoors, they may be required to work outdoors with exposure to seasonal weather conditions. The employee may be required to work at varying heights and in restrictive areas. Employees provided with individual work vehicles must be able to drive a vehicle to conduct work. Noise level in the work environment is usually moderate and occasionally will be loud.

Physical Demand: The physical demands of this position include sitting for extended periods of time, frequent standing and the use of hands and fingers to handle and to operate keyboards and specialized diagnostic repair tools and equipment. The employee frequently is required to reach with hands and arm and must squat, stoop or kneel, bend at the waist and reach above the shoulders, head and horizontally. The employee will frequently bend or twist at the neck and trunk more than the average person while performing the duties of this job. Lifting, pushing or pulling of objects generally not exceeding fifty pounds may also be required. Specific vision abilities required by this job include close vision, color vision, peripheral vision, depth perception, and the ability to adjust focus to complete assigned work orders, read a variety of materials and inspect District equipment. The employee must be able to hear and speak to receive and exchange information. Regular physical attendance at work is an essential requirement of this job classification.

Hazards: Electrical power supply and high voltage.

The information contained in this physical standards description is for compliance with ADA and is not an exhaustive list of duties performed. The individuals in this job perform additional duties and additional duties may be assigned.

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Personnel Action	Personnel Action Date
Adopted by the Personnel Commission	05/28/20
Revised by the Personnel Commission:	09/28/21