

INFORMATION SYSTEMS SPECIALIST II (CALPADS)

JOB SUMMARY

Under general supervision, maintain the district student information system and integrity of student data while training other District employees on the use of the student information system. Plans and coordinates the local implementation of CALPADS (California Longitudinal Pupil Achievement Data System) and other State and Federal reporting including coordination with state, county, and local district personnel for attendance and data integrity.

DISTINGUISHING CHARACTERISTICS

The Information Systems Specialist II (CALPADS) differs from that of Information Systems Specialist I in that the duties are more complex in the student information system and require a higher level of responsibility when ensuring CALPADS and other State and Federal reports are submitted properly. The position has greater responsibility for verifying correct data and a greater degree of technical expertise regarding the student information system, but may be expected to successfully perform duties within the Information Systems Specialist I classification.

SUPERVISION RECEIVED AND EXERCISED

The Information Systems Specialist II (CALPADS) receives supervision from the Assistant Superintendent of Innovation and Instructional Support or other assigned administrator. The Information Systems Specialist II (CALPADS) does not directly supervise other employees but may need to work with supervisors to direct the work of the Information Systems Specialist I during high-need times.

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

- Maintains the student information system and maintains integrity and security of the data. Performs data checks, system upgrades, and installations. Assigns user accounts and rights;
- Provides specialized technical and troubleshooting support and assistance to school sites and departments in the use of the student information system and the various functions associated with staff, teachers, and parent groups including student enrollment, generation of SSID's, demographic standardization, attendance, and report cards;
- Submits CALPADS (CA Longitudinal Pupil Achievement Data System) data uploads, resolve issues and coordinate with other departments with data collection in preparation for submission of state mandated district reporting for CALPADS Fall I, Fall II, and EOY I-IV, and other State and Federal requirements, ensuring accuracy and integrity;
- Collects, verifies and submits data for the Civil Rights Data Collection (CRDC);
- Designs processes and materials for collecting and arraying data;
- Provides technical assistance with vendor systems and support data transfer between applications; assure database updates are performed; provide technical support as needed;
- Works with school site, District, and county personnel to gather attendance data. Monitors and audits data to ensure integrity;
- Receive information, articulate in an accurate manner, and completes a variety of forms utilizing databases, word processing, spreadsheets, and graphing software;
- Maintains good working relationships with all District users and provide answers to technical issues related to data software and information to appropriate personnel;
- Distributes student data internally and to other local state and federal requesting agencies;
- Enters testing data/records using spreadsheets and databases and validate the accuracy of the data;
- Designs complex query statements to obtain information related to specific data questions;
- 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 in assigned areas;
- 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: AA degree is preferred.

Experience: Two (2) years of increasingly responsible experience with student information systems or other enterprise-wide data information systems; State and Federal reporting responsibilities in a public school setting; 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, graphing, and spreadsheet programs and applications;
- Principles and practices of user training and customer service;
- Performing routine system maintenance on student information systems;
- 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;
- Local SELPA, county and state agencies to assure proper CALPADS reporting;
- Verify and submit data after compiling from various programs and departments;
- Provide excellent customer service over the phone or in person to users of varying levels of technical ability;
- Validate data; 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 Demands: 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