MT. DIABLO UNIFIED SCHOOL DISTRICT

CALPADS/SIS Coordinator

Summary Definition

Under the supervision of the Director of Technology and Innovation, the CALPADS/SIS Coordinator is responsible for the district's data submission to CALPADS and associated programs and databases; audits, certifies, and publishes student and staff information to CALPADS and other local, regional, state, and federal agencies; consults with and provides technical assistance to schools and central office administrators regarding student information system activities and reports; applies for CDS codes; supports District data systems as assigned; and performs other special projects as assigned.

Directly Responsible To

Director of Technology and Innovation

Examples of Duties (to include, but not limited to:)

E: Essential Functions (Incumbents may perform any combination of the essential functions shown below. This position description is not intended to be an exhaustive list of duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principal job elements).

1. Represents the district as the administrator for CALPADS (California Longitudinal Pupil Achievement Data System) (or other related system) and CDS main contact, including attending trainings, webinars, consulting with other districts and researching COE websites. **E**
2. Monitors, maintains, and updates the district's data within CALPADS and associated programs and databases as required. **E**
3. Collects, corrects and provides accurate information to district and school staff for educational decision making and prepares mandatory reports requiring educational data. **E**
4. Researches, designs, and implements procedures to audit, certify, and publish student and staff information to CALPADS and other local, regional, state, and federal agencies. **E**
5. Provides technical assistance to schools and central office administrators regarding CALPADS requirements and reports. **E**
6. Develops and implements training for district and school staff on the entering, monitoring and extraction of student data for tracking, analyzing, and reporting purposes. **E**
7. Oversees and maintains the security, integrity, and management of student data systems and internet use. **E**
8. Communicates regularly with the Director of Technology and Innovation and district administration regarding CALPADS timelines and requirements. **E**
9. Maintains extensive interaction with District departments and technology staff to support student data and compliance requirements for district, site, county, and state reporting requirements. **E**
10. Leads a team providing support for the district Student Information System (SIS) and other data systems as needed. **E**
11. Evaluate state reporting requirements as well as code set changes, file specifications, and new data elements. **E**

12. Explain data requirements to internal and external department staff, and work with district leaders to establish data-related policies, procedures, roles and responsibilities (i.e. data governance). **E**
13. Attend and participate in meetings, conference calls, and trainings related to state reporting.
14. Analyze barriers to timely data entry and suggest changes to help ensure staff is able to meet state reporting deadlines.
15. Supervises staff as assigned.
16. Provides a positive customer service oriented level of support for district technology users.
17. Prepares and revises complex technical and non-technical documentation.
18. Performs work related assignments at various district sites remotely and on on-site.
19. Supports other Technology and Information Systems Department projects as assigned by the Director of Technology and Innovation.
20. Write SQL queries and use other tools to validate data as well as provide requested data from district databases.
21. Perform other related duties as assigned.

DESIRABLE QUALIFICATIONS

Training and Experience:
A combination of training and experience equivalent to: a Bachelor's degree in Business from an accredited institution, and course work in business administration, accounting technology, information technology, computer science, or program management, and three years' experience in accounting, programming, computer design or program management with public education data systems. Additional education, training, or experience which demonstrates the ability to perform the required duties may be substituted for a year of experience and degree, such as CalPads management, database administration, educational assessment, or attendance reporting.

Knowledge of:

- Experience managing/using the CALPADS state reporting data system to submit, analyze, and verify local education agency data.
- Experience writing SQL queries using SQL Server. Competency in the use of current versions of Microsoft Office applications.
- Applicable sections of State Education Code and reporting requirements.
- Proficient in Excel, Word, PowerPoint, Google Suite, and Internet searches.
- Recordkeeping and report preparation techniques.
- Operations of computer and assigned software.
- Research and development skills/methods.
- Oral and written communication skills.
- Interpersonal skills using tact, patience, and courtesy.
- Principles and practices of administration and training.
- Correct English usage, grammar, spelling, punctuation, and vocabulary.
- Modern office practices, procedure, and equipment.

Ability to:

- Analyze complex requirements, identify problems, and develop logical conclusions and effective solutions.
- Extract, evaluate, and analyze data and make sound recommendations.
- Clearly document procedures and provide training for staff and end-users.
- Prioritize and complete tasks within required time frames.
- Knowledge of state reporting data collection systems used by local education agencies.
- Function well in a team environment.
- Communicate effectively with both technical and non-technical users.
- Establish and maintain effective working relationships with end-users and Technology staff.
- Apply problem-solving processes and techniques.
- Use current word processing, database, spreadsheet, and presentation programs to develop and produce correspondence, reports, publications, presentations and to complete projects.
- Understand and implement complex oral and written directions.
- Independently compose clear, complete and concise correspondence and reports using correct grammar, syntax, punctuation and spelling.
- Work with a minimum of supervision.

Licenses and Other Requirements:

- Possession of a valid California Class C driver's license, and proof of insurance are required.

Working Environment:

Office environment, driving a vehicle to conduct work. Ability to see and hear to conduct work and speak to exchange information. The ability to stand and sit for extended periods of time, reach overhead, above the shoulders, and horizontally, or bend at waist to retrieve and store files. Reading, writing, operating computer keyboard.

Physical Abilities:

Hear and speak to make presentations and exchange information in person and on the telephone; communicate so others will be able to clearly understand normal conversation; dexterity of hands and fingers to operate a computer keyboard and manipulate paper; see to read, prepare documents and reports and to observe other personnel; sit or stand for extended periods of time; work at a desk, conference table, small student classroom table, or in meetings in various configurations; hear and understand speech at normal levels; kneel, bend at the waist, reach overhead, above the shoulders, and horizontally; lift objects weighing up to 25 pounds.

DMA Salary Range 7, 261 days
Adopted by the Board of Education: TBD
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