

## SAN YSIDRO SCHOOL DISTRICT

**TITLE:** Data Reporting Analyst  
**DEPARTMENT:** Information Management  
**FLSA:** Non-Exempt  
**CREATED:** August 2022

**REPORTS TO:** Director of Education Technology  
**CLASSIFICATION:** Classified (12 month)  
**SALARY:** Classified Schedule Steps 19-23  
**Board Approved:** August 2022

**BASIC FUNCTION:** Under the supervision of the Director of Education Technology, the Data Reporting Analyst will prepare, review, transmit and maintain California Longitudinal Pupil Achievement Data System (CALPADS). The Data Reporting Analyst will work collaboratively with department staff to support the student information system, prepare documentation, assist users with district applications, and maintain district systems.

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

- Manipulate large sets of data that require attention to detail using Microsoft Excel, Word and other applications.
- Participate in meetings, seminars, conferences and/or other trainings for the purpose of being informed of new developments in managing information systems, especially in relation to state regulations governing student information and other state and federal requirements.
- Responsible for overseeing annual CALPADS reporting, data gathering and corrections withing the CALPADS system.
- Prepare and maintain detailed documentation of CALPADS processes and other systems supported by the department.
- Coordinate with various district departments to ensure federal, state, and district reporting requirements are met.
- Prepare and provide state and federal submission reports for various departments.
- Prepare, review, diagnose, correct, transmit and maintain CALPADS data on a regular basis to ensure accuracy of various submissions.
- Provide support for various district software and websites, creating user accounts for the purpose of accessing the district network and applications.
- Transfer data between the district student systems and CALPADS on a regular basis.
- Work collaboratively with department staff to support and maintain the district student information system, other systems and state and federal reporting.
- Set up, maintain and support the student information system and its data including the online registration platform.
- Setup, maintenance and support the districts website and mass communication system.
- Create, disable and reset user accounts in various systems such as Google and network computer accounts.
- Create and maintain email groups
- Maintain and support various instructional programs and websites.
- Create and track requisitions for the assigned department.
- Perform other related duties as assigned.

**KNOWLEDGE OF:**

- Specific knowledge-based competencies required to satisfactorily perform the functions of the job include: concepts of computer operations; office application suites; and troubleshooting techniques for application software and peripheral equipment.
- Specific skill-based competencies required to satisfactorily perform the functions of the job include: processing a variety of complex and mandated reporting requirements, meeting deadlines; and operating standard office equipment and using pertinent software applications.

**ABILITIES:**

- Specific ability-based competencies required to satisfactorily perform the functions of the job include: being attentive to detail; communicating with persons with diverse knowledge and skills; working as part of a team and working with frequent interruptions; and working with sensitive and confidential information.

**MINIMUM QUALIFICATIONS:****EDUCATION AND EXPERIENCE**

- High School Diploma or equivalent
- Four (4) years of advanced clerical experience working with data systems applications, and data input consisting of programs like CBED, CALPADS and student information systems.

**WORKING CONDITIONS:**

Indoor and outdoor school settings which can include office and outdoor interactions.

**PHYSICAL REQUIREMENTS:**

Hearing and speaking to exchange information. Sitting or standing for extended periods of time; dexterity of hands and fingers to operate office equipment. Ability to retrieve stored files; lifting light objects.