

SAN YSIDRO SCHOOL DISTRICT

TITLE: Data Support Specialist

REPORTS TO: Director of Education Technology

DEPARTMENT: Business and Operations

CLASSIFICATION: Classified (12 month)

FLSA: Non-Exempt

SALARY: Classified Schedule (Steps 18-22)

REVISED: December 2023

Board Approved: March 2024

BASIC FUNCTION: Under the supervision of the Director of Education Technology, the Data Support Specialist will review data for California Longitudinal Pupil Achievement Data System (CALPADS). The Data Support Technician will work collaboratively with department staff to help support the student 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.)

- Communicate effectively within the department and with school office staff to exchange information, and explain policy and procedures in a friendly and professional manner.
- Learn new software quickly and thoroughly, and demonstrate the ability to effectively share knowledge with others.
- Manipulate large sets of data that require attention to detail.
- 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.
- Prepare, review, verify, correct, transmit, and maintain Education Services-related data and ensure accuracy of data transferred between the district student systems and CALPADS and other student data systems regularly.
- Prepare, maintain, and monitor student documentation related to reclassification of English Learner (EL) status.
- Enter, review, correct, and maintain student data in Student Information Systems regularly to ensure students are accurately assessed, placed, and monitored.
- Provide Student Information System training to school staff, and help with initial setup.
- Coordinate with various district departments to ensure federal, state, and district reporting requirements are met. and provide appropriate data as directed/requested to SDCOE and other agencies.
- Enter, prepare, revise, and provide documentation for state and local assessments (including CAASPP, CAA, ELPAC Initial & Summative, and local assessments).
- In collaboration with the Technology Department, manage Illuminate SIS (username, password, troubleshooting various issues).
- Provide assistance with various district supported software and applications to site users, creating proper user accounts for the purpose of accessing the district network and applications.
- Use Microsoft Office Word and Excel in order to manipulate data.

- Work collaboratively with department staff to support and maintain the district student system, other systems and state and federal reporting.
- Work in a team-oriented environment and possess the flexibility to help as needed.
- Work with large sets of data requiring attention to detail.
- Perform other 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
- Two (2) years of advanced clerical experience working with data systems applications, and data input consisting of programs like CBEDS and CALPADS or other.

WORKING CONDITIONS:

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

PHYSICAL REQUIREMENTS:

Hearing and speaking to exchange information. Seeing to perform assigned duties, 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.