DATA MANAGEMENT SPECIALIST

Purpose Statement

The job of Data Management Specialist supports the Information Services team under supervision of the Director of Technology & Information Services. This position manages and provides support for schools and the district in the planning, implementation, data entry, data retrieval, and assessment of data collection and procedures as mandated by District, Federal, and State reporting requirements. This position creates and maintains district databases and information systems, executes customized queries, and collects data to support diverse District administrative functions.

Essential Functions

- Plans professional development and trains school clerical staff, counselors, administration, and other district and school support staff in data management protocols and best practices, ensuring the accuracy and completeness of student data for State and Federal regulations and certification requirements
- Communicates with and supports site and District administration regarding student demographics, attendance, discipline, special programs, spreadsheets, and data queries
- Prepares and maintains informational reports utilizing district databases for the use of school sites and district office personnel
- Monitors the integrity of student and assessment data
- Designs and executes specialized queries and reports using, Excel, student information systems, and/or other applications
- Develops, revises, and disseminates district and departmental procedures for student records, including attendance, grade reporting/transcripts, and special programs
- Updates the Student Information System (SIS) and state systems with staff and student information; submits enrollment and other information to meet Federal and State requirements
- Audits student database information for the purpose of data accuracy and validation of student enrollment for reporting purposes
- Provides for the integration of district data and information systems with the student information system (e.g., Destiny, Naviance, Google G Suite, EADMS, Renaissance Learning, ESGI, ASAP)
- Imports test data and student information district databases and information systems
- Exports data from district database and information systems into integrated information systems and applications
- Appends or edits test results or interventions in student record database
- Provides information systems training and support to sites and district office staff
- Manages teacher and parent portals for the student information system
- Coordinates and monitors student registration, enrollment, course requests, scheduling, report cards, transcripts, emergency cards, absence verification, etc. for the purpose of ensuring efficient and effective operation of the student information system and compliance with applicable legal requirements
- Administers and certifies the submission of CBEDS data to the California Department of Education
- Works in collaboration with the Business Department in the submission of CARS data to the California Department of Education (bi-annual)
- Prepares and submits data to the Civil Rights Data Collection (CRDC) agency from the U.S. Department of Education
- Submits and certifies CALPADS data for all reporting periods: Fall 1, Fall 2, EOY 1, EOY 2, EOY 3 and EOY 4 and submits required files to the CALPASS system
- Other job related duties as assigned

Job Requirements & Skills

KNOWLEDGE OF: Current technology and software applications including student information systems, Microsoft Access, Excel and Word; correct English usage, spelling, grammar, punctuation and composition; current office methods, procedures and equipment to include word processing, data entry and fax operations. Methods used in compiling complex statistical reports; data processing terms, practices and procedures; computer operating systems and record management; troubleshooting techniques and tools and Federal, State, and local student information reporting guidelines and requirements . ABILITY TO: Perform a variety of complex and technical clerical work involving use of independent judgment with accuracy and speed; proficiently operate standard office equipment; computer/word processor, fax machine, computerized telephone system, etc.; make complex mathematical calculations with accuracy and speed; maintain cooperative, positive working relationships with diversified staff and general public; write queries using the student information system and provide disaggregated data on assessment results to school sites; detect errors in printed output and troubleshoot query problems with all data; prepare complex reports; define problems, collect data, establish facts and draw valid conclusions; analyze data utilizing various processes; prepare routine reports using the student database system and serve as a resource to District personnel.

Responsibility Responsibilities include: working independently under broad organizational guidelines to achieve unit objectives; managing multiple departments; and determining the use of funds. Utilization of significant resources from other work units is routinely required to perform the job's functions. There is a continual opportunity to significantly impact the organization's services.

Work Environment

The usual and customary methods of performing the job's functions require the following physical demands: Sitting for extended periods of time, occasional lifting, carrying, pushing, and/or pulling; some climbing and balancing; some stooping, kneeling, crouching, and/or crawling, significant fine finger dexterity, hearing and speaking to exchange information and make presentations. The job is performed under some temperature extremes and some hazardous conditions. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Experience
Job related experience with increasing levels of responsibility

Education
Minimum: Associates Degree
Five (5) years progressively responsible experience working in an educational setting. Extensive experience computer experience with data in an educational setting.

Required Testing
Successful Completion of Pre-Employment Process

Additional Qualifications
Ability to travel to other sites/locations

Continuing Education/ Training
Training attendance at workshops as appropriate
Ability and willingness to continue professional development to maintain current and applicable skill base in information technology systems applicable to use in a K-12 School District setting

Certificates & Licenses
Valid Driver's License

Clearances
DOJ/FBI Fingerprint Clearance
TB Clearance

Supervision
Director of Technology & Information Services

Salary Grade
Classified Range 31

Work Year
260 Days