

**Dry Creek Joint Elementary School District**  
**Job Description**

**POSITION TITLE: INFORMATION SYSTEMS SPECIALIST**

|                        |                                      |                            |            |
|------------------------|--------------------------------------|----------------------------|------------|
| <b>Classification:</b> | Classified                           | <b>Work Year:</b>          | 251 Days   |
| <b>Department:</b>     | Technology                           | <b>Board Approval:</b>     | 5/4/2017   |
| <b>Reports To:</b>     | Director of MIS                      | <b>Work Year Revision:</b> | 02/19/2009 |
| <b>Salary Range:</b>   | Classified Salary Schedule, Range 34 |                            |            |

**BASIC FUNCTION:**

Update and maintain student data in the California Longitudinal Pupil Achievement Data System (CALPADS) and the district student information system for use in or preparation of a variety of specialized local, federal and state required reports. Use data to assist in establishing and preparing lists, master lists/logs, on-line documents and other necessary and related materials. Perform audits and then enter changes, modifications, and amendments to data in the system and organize material for efficient reporting and retrieval, perform backup for related databases. Provide technical support to district employees and assist in resolving district office and school site technical issues.

**REPRESENTATIVE DUTIES:**

- Administer database systems for the purpose of ensuring availability of services to authorized users.
- Design and implement custom reports for the purpose of addressing user requests and maximizing system support.
- Facilitate the submission of required data for state reports, submissions and tests (e.g. CBEDS, CALPADS, CONAPP, CAASPP, ELPAC) for the purpose of providing timely and accurate data.
- Monitor information submitted into database systems (e.g. enrollment, attendance, testing) for the purpose of ensuring the integrity of the data.
- Compile, analyze and prepare a variety of record extracts, labels, and reports related to student data to be sent to the federal government, state, district and other outside agencies or departments within the school through the CALPADS system. Preparation of documents and data files for state, federal and grant reporting purposes.
- Organize, compile, and report data collected from original sources or extracted from the district student information system and accurately produce findings; develop summary reports as needed for various audiences.
- Work with district and school site administrators and clerical/attendance staff in the entry, identification, and reporting of data, addressing user problems related to these functions, to improve overall data use related to educational programs. Respond to inquiries from sites related to the student information system.
- Maintain and help to facilitate the highest levels of detail and quality control of data entry, data processing and manipulations.
- Analyze phone calls from remote users with computer-related problems to determine a logical solution to their problem or direct to the proper person.
- Responsible for training and in-service sessions in basic, intermediate and advanced use of personal computer software, server and mainframe software.
- Responsible for preparation and instruction for end-users on the use of personal computer hardware and software, server access, and mainframe software.
- Provide user updates on the systems operations and changes in accordance with established procedures.
- Assist in establishing documentation standards for training and help-desk use.
- Maintain current knowledge of new operating systems and utilities and with computer technologies.
- Maintain a continuing contact with users to assure implementation and maintenance of systems.
- Confer with and assists school site and district personnel regarding student database systems and related computer operations.
- Responsible for providing periodic training of new personnel in student database systems as well as in-service to existing personnel on changes in the system.
- Responsible for assisting users in collecting, analyzing, compiling, and reporting data and information.
- Responsible for the district-wide management, control and continued operation of the student database and related systems.
- Serve as District liaison between sites and technical support or vendor as required under the software agreement with the vendor.

- Compose correspondence and memos independently or from oral direction.
- Perform a variety of clerical duties, including typing, word processing, proof-reading, filing, checking and recording information on records.
- Maintain department files and records.
- Input warranty, maintenance and inventory data.
- With technical assistance: operate, control, update, and maintain student database system.
- Maintain system security and passwords for all user systems; make user add/changes.
- Support users of district information systems including student testing, instructional management, registration, communication, and other systems.
- Assist users with data analysis, extraction, aggregation, compilation, collection, and reporting.
- Provide general user assistance and support with computer applications, email, remote access, network and Internet access.
- Provide initial problem definition and troubleshooting.
- Provide first line of contact to user community through telephone, email, and other communication methods.
- Act as liaison between users and technical staff.
- Maintain service request tracking system.
- Prepare and disseminate information through various methods including written documents, Web pages, and other electronic means.
- Assist with maintenance of web site.
- Provide training in use of district software and information systems using various methods including conducting classes, individual training, and through electronic means.
- Create training materials to support user training such as manuals and workbooks.
- Facilitate user group meetings; assist with content for meetings and discussions.
- Schedule training classes, contact attendees and maintain associated records.
- Maintain inventory records of computers and other equipment including warranties, repairs, and software licensing.
- Assist in preparation of budgets.
- Perform some clerical functions such as completing purchase requisitions, and maintaining technology documents and files.
- Perform duties related to operation of technology department as required.

#### **EDUCATION AND EXPERIENCE**

- Graduation from an accredited college or university with a degree in a research related or education oriented field is preferred.
- Course work or experience in areas such as: program assessment, program evaluation and statistics, and measurement of student academic progress is preferred.
- Two years full-time experience performing computer-based student record keeping and information processing in a school or college administrative office.

#### **LICENSES AND OTHER REQUIREMENTS**

- Valid California Driver's License.

#### **KNOWLEDGE AND ABILITIES:**

##### **KNOWLEDGE OF:**

- California public school data processing and record keeping systems;
- Office related software including word processing, email, spreadsheets, and database software;
- Equipment operation related to a variety of automated equipment;
- Networks and their operation and applicable software;
- Analytical techniques to diagnose user problems and offer corrective action;
- Computer hardware and equipment such as printers, scanning machines, etc.;
- Standard office practices, procedures, equipment and telephone techniques;

##### **ABILITY TO:**

- Communicate effectively on the phone to resolve user problems when possible;
- Solve Management Information Systems issues through remote access including phone, email, and written communication;
- operate and understand electronic computer equipment and software used in the District Management Information Systems services and related software;
- Maintain appropriate level of knowledge to solve end-user problems;
- Establish and maintain effective working relationships with end-users, co-workers and departmental officials;
- Provide training to users in computer software and hardware;

- Visit school sites;
- Work without close supervision;

## **WORKING CONDITIONS**

### **ENVIRONMENT:**

- Indoor office environment.

### **PHYSICAL ABILITIES:**

- Dexterity of hands and fingers to operate a computer keyboard;
- Seeing to assure proper operations of computers and software;
- Hearing and speaking to exchange information;
- Lifting 25 pounds maximum or carrying any object over 15 pounds.