ALAMEDA UNIFIED SCHOOL DISTRICT
Excellence & Equity For All Students

Position:	Data Systems Specialist	Reports To:	Director of MIS (Management Information Systems) or Assigned Administrator	
Department:	Technology	Bargaining Unit:	☐ CSEA 860 ☒ CSEA 27 ☐ AEA	☐ Management ☐ Confidential ☐ Unrepresented
Hours:	Varies	No. of Work Days:	261	
FLSA Classification:	☐ Exempt ☒ Non Exempt	Type:	☐ Reclassification ☐ Update of job description ☒ New job description	
Salary Schedule:	☐ Contract ☐ Executive Cabinet ☐ Administrative/Supervisory ☐ Confidential		☐ Licensed ☐ Unrepresented ☒ CSEA 27 – Range 48 ☐ CSEA 860	

DEFINITION

Under the direction of the Director of Management Information Systems or assigned Administrator, the Data Systems Specialist performs a variety of activities in support of the district's current student information system (SIS), including training, compliance, maintenance and problem resolution. Provides regular, timely and accurate reporting to the California Longitudinal Pupil Achievement Data System (CALPADS) and supports software that requires the integration of the SIS.

ESSENTIAL FUNCTIONS

The Data Systems Specialist 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.

- Maintain the district's student information system and integrations; performs highly responsible detail of an operational and technical nature. Apply and analyze functional requirements to make recommendations for efficiency, database management and technology solutions.
- Responsible for maintaining accurate CALPADS data and timely reporting submissions. Ongoing system maintenance including SSID extracts, data uploads and error resolution. Reconcile data between SIS and CALPADS to ensure accuracy.
- Coordinate data collection with other departments in preparation for mandated submissions including other state and federal requirements, ensuring accuracy and integrity.
- Serve as a resource to District regarding CALPADS/SIS and data integration functions.
- Maintain student data in accordance with applicable statutes and policies to ensure accuracy.
- Use a variety of tools to monitor and evaluate data in the district's student systems; regularly review for completeness and accuracy; identify errors and make corrections.
- Read, understand and accurately interpret federal and state policies, procedures, regulations and guidelines and relay technical information.
- Maintain knowledge of local, State and Federal reporting requirements, including data needs and reporting timelines. Communicate and facilitate these requirements with staff/departments in a timely manner to ensure accurate and timely reporting of data.

- Respond to inquiries and provide information concerning processes, standards, requirements, timelines, policies and procedures concerning CALPADS/SIS or integrations.
- Perform complex and technical clerical work in support of assigned CALPADS/SIS functions; prepare, distribute and respond to a variety of correspondence; organize and distribute materials.
- Confer with representatives from other departments to assist with meeting data reporting and program needs
- Provide technical information concerning reports, statistics, standards, requirements, and procedures. If needed, develop, and deliver analysis and reports to illustrate student data trends or statistics for data related initiatives.
- Provide staff technical training, troubleshooting, user account and system issue assistance.
- Conduct training sessions individually and in groups regarding all aspects of CALPADS/SIS and its related data which involves Human Resources staff, Educational Services staff, Fiscal staff, Special Education staff and school site staff.
- Utilize data privacy and zero trust security protocols for systems access. Work with district staff to ensure system and data integrity.
- Keep up to date on trends in K-12 technology, database architecture, technologies, and methodologies, and attend training classes as necessary.
- Perform related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Data recording, reporting requirements and formats related to CALPADS.
- Database formats and SIS table relationships.
- Experience writing SQL queries using SQL Server. Competency in the use of current versions of Microsoft Office applications.
- Experience with Microsoft Excel and tools for data manipulation, validation and reporting.
- State and District data reporting procedures and regulations.
- Applicable State and Federal laws, codes, rules and regulations.
- Planning, organization and management of student information systems
- Oral and written communication skills.
- Interpersonal skills using tact, patience, and courtesy.
- Operation of a computer and assigned software.

Ability to:

- Use complex database systems and applications.
- Audit and reconcile data of more than average difficulty.
- Learn new software quickly and thoroughly, and to effectively share knowledge with others.
- Compile complex statistical reports.
- Interpret and extensive variety of technical instructions.
- Interpret, apply, explain and enforce rules, regulations, policies, procedures and deadlines.
- Analyze and interpret state reports and provide feedback on methods to correct errors.
- Plan, train and provide guidance to users of District information systems and resources.
- Communicate effectively with district staff, and others both orally and in writing.
- Compose correspondence and written materials independently.
- Establish and maintain cooperative and effective working relationships with others.
- Operate a variety of office equipment including a computer and assigned software.
- Type or keyboard at a net corrected speed of 45 net words per minute.

- Troubleshoot and analyze situations accurately and quickly and adopt an effective course of action.
- Work independently with little direction.
- Develop process and procedures.
- Understand and carry out oral and written directions.
- Multitask and complete work with many interruptions.
- Ability to work under pressure, meet deadlines, and establish priorities.
- Attend training, workshops and conferences locally and/or within the state.
- Maintain consistent, punctual, and regular attendance.

Education and Experience:

- Any combination of training, experience, and/or education equivalent to graduation from a recognized four-year college or university with a degree in a related field and at least five years of related experience in an educational information technology organization.
- Working knowledge of student information systems (e.g. Aeries).
- Working knowledge of CALPADS.

Licenses and Certifications:

- Valid California driver's license. Reliable transportation.

PHYSICAL DEMANDS

Frequency Key: None (N); Occasional - up to 25% of shift (O); Intermittently – up to 50% of shift (I); Frequently – up to 75% of shift (F).

Activity	Frequency		Activity	Frequency
Bend	**I**		Lift/carry 0-10 lbs	**F**
Twist	**O**		Lift/carry 11-25 lbs	**I**
Squat	**I**		Lift/carry 26-40 lbs	**O**
Kneel	**I**		Lift/carry 41-100 lbs	**N**
Climb	**O**		Stand	**I**
Reach above shoulder	**I**		Walk	**I**
Grip/Grasp	**F**		Sit	**F**
Extend/Flex Neck	**O**		Drive	**O**
Use Dominant Hand	**F**		Perform Repetitive Hand Motions	**F**
Use Non-Dominant Hand	**O**		Keyboarding/Mouse Work	**F**
Ability to See	**F**		Ability to Hear	**F**

ENVIRONMENTAL ELEMENTS

Employees primarily work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees occasionally work outdoors and are exposed to dust, fumes, allergens, vermin, parasites, or insects.

THE ALAMEDA UNIFIED SCHOOL DISTRICT IS AN EQUAL OPPORTUNITY EMPLOYER and, in compliance with federal and state laws, does not discriminate in any employment practice on the basis of age, ancestry, color, marital status, medical condition, national origin, political or union affiliation, physical or mental disability, race, religion, sexual orientation or sex.