COLTON-REDLANDS-YUCAIPA REGIONAL OCCUPATIONAL PROGRAM

CLASS TITLE: PROGRAM DATA AND SYSTEMS SPECIALIST

BASIC FUNCTION:

Under the direction of the Superintendent, Director of Student Services, or designee, the Program Data and Systems Specialist performs advanced, highly technical duties related to the management, integrity, validation, analysis, and reporting of student and program data. This position supports the effective operation of district data systems and ensures accuracy and compliance with applicable reporting requirements.

The Program Data & Systems Specialist serves as a subject-matter resource for student information systems and program data processes, providing technical expertise, system support, and coordination across departments, including collaboration with the Business Department to support tuition and enrollment reconciliation. This position is responsible for maintaining data accuracy, resolving discrepancies, and producing reliable reports to support operational needs and leadership decision-making.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Maintain, configure, monitor, and optimize the District's student information systems and related databases.
Perform reconciliation of tuition, enrollment, and attendance data in collaboration with the Business Department.
Validate enrollment and participation data submitted by Program Support Technician II prior to fiscal and accountability reporting.
Generate, analyze, and submit local, state, and federal reports related to enrollment, attendance, completion, and outcomes.
Ensure alignment between student services operations, enrollment practices, invoicing data, and system reporting.
Develop and maintain data governance procedures, system workflows, and reporting protocols.
Provide technical guidance and training to Program Support Technician II and I staff regarding data standards and system use.
Troubleshoot complex data and system issues and coordinate solutions with Information Technology staff.
Prepare analytical reports, dashboards, and presentations for leadership and external stakeholders.
Ensure compliance with applicable laws, regulations, and reporting timelines.

OTHER DUTIES:
Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:
Knowledge of the principles, practices and terminology of student information systems and databases
Enrollment processes and compliance requirements
Documentation standards supporting fiscal invoicing and reporting
Advanced office procedures and reporting practices
Applicable laws, codes, regulations, policies, and procedures.

Oral and written communication skills.
Interpersonal skills using tact, patience, and courtesy.
Modern office practices, procedures, and equipment.
Arithmetic computations.

ABILITY TO:
Exercise independent judgment and problem-solving
Analyze and interpret complex data sets
Reconcile data across departments and systems
Communicate technical information clearly to non-technical audiences
Work independently while collaborating across departments
Coordinate complex enrollment workflows and deadlines
Ensure data and documentation accuracy
Provide guidance and support to Technician I staff
Establishes and maintains effective, professional working relationships and works effectively with staff, students, and community members from diverse backgrounds.
Provide excellent customer service internally and externally.
Communicate effectively both orally and in writing.
Operate standard office equipment including a computer and assigned software.
Plan and organize work.
Maintain confidentiality of privileged information.
Meet schedules and timelines.

EDUCATION AND EXPERIENCE:

Bachelor's degree in business, education, data analytics, information systems, or a related field and three (3) years of progressively responsible experience supporting student data systems or program data management in a public education or governmental setting, such as a school district, ROP, or county office of education; or an equivalent combination of education and experience.

LICENSES AND OTHER REQUIREMENTS:

Valid California Class C driver's license.

WORKING CONDITIONS:

ENVIRONMENT:
Office environment.
Driving a vehicle to conduct work.

PHYSICAL DEMANDS:
Dexterity of hands and fingers to operate a computer keyboard.
Hearing and speaking to exchange information in person or on the telephone.
Seeing to read a variety of materials.
Sitting for extended periods of time.