Oak Grove School District

JOB TITLE: **DATA SYSTEMS ADMINISTRATOR**

SALARY RANGE: **CSEA Salary Schedule A**

DESCRIPTION OF BASIC FUNCTIONS AND RESPONSIBILITIES

Under the direction of the Director of Information Technology, performs a variety of activities in support of various California Longitudinal Pupil Achievement Data System (CALPADS), and Data Systems Administrator (DSA) functions and transactions; prepare, maintain, process, reconcile and verify various data, forms, records and reports.

TYPICAL DUTIES

The duties listed below are intended only as illustrations of the various types of work that may be performed. Perform a variety of activities in support of various student information functions and transactions; compile, assemble, verify and process a variety of student and teacher data and information; resolve data issues and concerns in an accurate and timely manner.

- Clearly and accurately identify, analyze, and resolve problems with District data elements related to student information and other software applications;
- Prepare, print, distribute, collect, sort, file, screen and process various forms and documents related to assigned systems; verify various student and teacher information; review forms for accuracy and completeness; identify errors and make corrections as needed.
- Establish and maintain a variety of student and teacher files, databases and records according to established policies and procedures; process and update records information.
- Input and update student information data and information in an assigned computer system; establish and maintain automated records and files; initiate queries, develop spreadsheets and generate computerized reports and documents; assure accuracy of input and output data.
- Serve as an informational resource to District and State personnel, regarding student information and student transfer functions; respond to inquiries and provide information concerning related processes, standards, requirements, timelines, policies and procedures.
- Read, understand and interpret federal and state policies, procedures, regulations and guidelines and relay technical information;
- Perform a variety of clerical duties in support of assigned student information functions; prepare, distribute and respond to a variety of correspondence; duplicate and distribute materials.
- Communicate with District personnel, outside agencies and the public to exchange information and resolve issues or concerns.
- Operate a variety of office equipment including a calculator, copier, fax machine, computer and assigned software.
- Train appropriate staff on aspects of student information.
- Attend mandatory trainings as required by the position.
- Performs other related duties, as required

KNOWLEDGE AND ABILITIES

- General state reporting and student information functions, practices and procedures
- Basic processes, practices and procedures related to assigned state reporting and student information functions
- General operations, policies and objectives relating to state reporting and student information activities
- Methods of collecting and organizing data and information
- Data control procedures and data entry operations
- Record-keeping and filing techniques
- Modern office practices, procedures and equipment
- Correct English usage, grammar, spelling, punctuation and vocabulary
- Operation of a computer and assigned software
- Telephone techniques and etiquette
- Oral and written communication skills
- Interpersonal skills using tact, patience and courtesy and mathematical calculations

ABILITY TO

- Perform a variety of activities in support of various state reporting and student information functions and transactions
- Prepare, distribute and process various forms, and documents related to state reporting and student information
- Compile, verify and assemble data and information
- Compose correspondence and written materials independently or from oral instructions
- Troubleshoot and analyze issues accurately and quickly and adopt effective action plans
- Understand and follow oral and written instructions
- Communicate effectively both orally and in writing to provide support to all levels of users
- Establish and maintain cooperative and effective working relationships with others
- Type or input data at an acceptable rate of speed
- Meet schedules and timelines
- Complete work with many interruptions
- Operate a variety of office equipment including a computer and assigned software
- Work with different file formats for import and export
- Use complex database systems and applications
- Work independently
- Develop processes and procedures;
- Organize, prioritize and schedule work to meet critical deadlines
- Use initiative and independent judgment within established guidelines and procedures
- Read, interpret and relay technical information
- Design and layout effective and efficient data analysis reports to meet users' needs
- Plan and administer user-training sessions
- Interpret and enforce of policies and deadlines;
- Prepare and deliver oral presentations, written reports and procedures;
- Compile and analyze data and provide suggestions for improvement;
- Work and recognize the need for accurate and precise attention to details;
- Attend training, workshops and conferences locally and/or within the state; and

MINIMUM QUALIFICATIONS

- Technical experience working with state reporting and student information functions (preferably Infinite Campus Student Information System and state reporting CALPADS)
- Possession of Bachelor's degree from an accredited four year institution in information technology, computer programming, computer science, or other technology-related fields
- Minimum of four years network and database system support experience desired

PHYSICAL DEMANDS

- Significant physical abilities may include standing and/or sitting for long periods of time
- Occasionally required to reach with hands and arms and stoop, kneel, and crawl
- Bending at waist
- Must have dexterity of hands and fingers to operate a computer board
- Talking/hearing and speaking to exchange information in person or on the phone
- Near/far visual acuity/depth perception/ability to adjust vision
- Occasionally lift and/or move up to 20 lbs.
- Working cooperatively with others

Approved by Board of Trustees