

Work days/month: 260 days / 12 months

Salary: Range 44 (<https://www.sesd.org/Page/719>)

Basic Functions:

Under the direction of the assigned supervisor, performs complex duties in connection with the implementation of the student registration and open enrollment processes. Oversees the registration and enrollment functions of the Student Information System (SIS). Facilitates the successful submission of annual reporting for the California Longitudinal Pupil Achievement Data System (CALPADS). Meet data accuracy and delivery needs as it pertains to student information. Performs a variety of specialized complex process work to assist school sites in implementing District policies and procedures.

Essential Duties & Responsibilities:

1. Provide technical support for the District's SIS application and database while offering professional guidance and direction to personnel assigned to the Student Information Systems Department.
2. Oversees the use of registration and enrollment systems.
3. Establish and enforce rigorous data entry standards and standardized protocols to ensure the integrity, security, and strict confidentiality of all student records and data.
4. Maintain up-to-date knowledge of student information software, hardware, and emerging technologies to support District infrastructure and departmental needs.
5. Identify discrepancies in student data and facilitate collaborative efforts with sites or departments to execute necessary corrections and ensure data accuracy.
6. Manage student data collection and ensure the accurate, timely certification of CALPADS and similar systems for all mandated state reporting.
7. Assist staff in maintaining student information system data and obtaining information from enrollment and registration systems.
8. Train school and District staff in registration and Open Enrollment policies, procedures, and systems to ensure consistent implementation.
9. Interpret and apply District policies, Education Code requirements, and governmental regulations as they relate to departmental operations and student assignments.
10. Organize and conduct the Open Enrollment lottery as directed and facilitate the enrollment process with families to ensure appropriate documentation is collected and input.
11. Monitor and implement best practices to support and process registrations in a timely manner, ensuring accurate data entry so students can promptly access district approved educational programs.
12. Compose professional correspondence, memos, bulletins, forms, and reports independently or in accordance with general written or verbal instructions.
13. Serve as a primary resource for the public and the District community regarding student assignments and registration process.
14. Maintain confidentiality and comply with governmental laws and regulations, as well as District policies and procedures.
15. Perform other related duties as requested by the supervisor.

Knowledge:

1. Computer hardware systems, software applications utilized by the District.
2. Materials, methods, and tools used in the operation and maintenance of information systems.
3. Record keeping techniques.
4. Knowledge of databases and reporting tools used for data extraction, analysis, and reporting.
5. Communicate professionally and clearly both verbally and in writing.
6. Strong interpersonal and communication skills to foster positive relationships with students, staff, and community.
7. Basic computer skills including email and district applications.

Abilities:

1. Provide technical assistance and training to District staff.
2. Solves problems and maintains functionality of Student Information Systems.
3. Research, analyze, and recommend new system software.
4. Maintain current knowledge of technological advances in the field.
5. Maintain records and prepare reports.
6. Communicate professionally and clearly both verbally and in writing.
7. Work cooperatively with diverse staff, students, and community.
8. Follow verbal and written instructions with minimal supervision and use good judgment.
9. Organize and prioritize work to meet schedules and timelines within established policies and guidelines.
10. Operate a variety of office equipment, such as a computer, copier, two-way radio, or other equipment unique to office activities.

Education and Experience:

1. Possess a high school diploma.
2. An AA degree from an accredited college or university, or 48-semester units from an institute of higher education, or have equivalent experience in the related field.

Required Licenses & Certificates:

1. Fingerprint clearance from the Department of Justice and Federal Bureau of Investigation.

Working Conditions:**1. Environment:**

1. Must be able to function in an office environment engaged in work of primarily a sedentary nature
2. Constant interruptions
3. Occasional interaction with emotional, dissatisfied, or demanding individuals.
4. Visit various school sites and departments as needed.

2. Physical Requirements:

1. Visual acuity to read a variety of materials in both print and digital formats.
2. Auditory ability to exchange information.
3. Sitting for extended periods
4. Dexterity of hands and fingers to operate a computer keyboard and other office equipment.
5. Kneeling, bending at the waist, and reaching overhead, above the shoulders, and horizontally, to retrieve and store files and supplies.
6. Lifting, carrying, pushing, or pulling moderately heavy objects, up to 25 pounds.

Terms of Employment:

- Salary and terms of employment are described in the Agreement between the Sunnyvale School District and the California School Employees Association (CSEA).

Evaluation:

- The performance of this job will be evaluated in accordance with the Agreement between the Sunnyvale School District and the California School Employees Association (CSEA).