

SAN LUIS OBISPO COUNTY OFFICE OF EDUCATION

JOB TITLE: MANAGEMENT INFORMATION SYSTEMS LIAISON AND SUPPORT SPECIALIST

REPORTS TO: SELPA Executive Director

SUPERVISES: No supervisory responsibilities

DEFINITION: Under the direction and guidance from the SELPA Executive Director, coordinate with local education agencies within and outside the Special Education Local Plan Area (SELPA), to process, prepare, validate, submit and present data in a timely and accurate manner; assist with data entry, data management and processing for data submission to the California Department of Education (CDE), California Longitudinal Pupil Achievement Data System (CALPADS), and other applications; support data analysis and data driven decision-making, including but not limited to generating and auditing reports and files, and providing technical assistance and training as needed.

QUALIFICATIONS:

Required:

1. High School Diploma or equivalent.
2. Three years increasingly responsible and specialized experience utilizing computers for database applications including work with state required forms and documents (one year experience may be substituted by one year of college coursework).
3. Demonstrated in-depth knowledge of computer applications and software (e.g. Microsoft Office and Google Suite).
4. Federal Bureau of Investigation and the California Department of Justice fingerprint clearance as required by California Education Code.

KNOWLEDGE AND ABILITY:

1. Knowledge of modern office practices, procedures and equipment.
2. Knowledge of customer service techniques and excellent interpersonal skills and techniques.
3. Knowledge of correct English usage, grammar, spelling, punctuation and vocabulary.
4. Knowledge of principles, methods and procedures of operating computers and peripheral equipment.
5. Knowledge of state requirements for special education pupil accounting system including codes and software; special education terminology and program options/variables.
6. Knowledge of legal requirements regarding confidentiality of student and state records.
7. Knowledge of student information systems (operational experience with one or more of the leading Student Information Systems (SISs); i.e., Aeries, PowerSchool, Infinite Campus, etc.).
8. Knowledge of electronic web-Individualized Education Program (IEP) Systems.
9. Knowledge of data analysis concepts.
10. Knowledge of operation and function of computer programs including spreadsheets, word processors, desktop publishing and graphics.
11. Knowledge of record-keeping and report preparation techniques.
12. Ability to coordinate and maintain a pupil count system countywide, develop and maintain database software and documentation, provide training and technical support and provide software quality assurance by testing new or modified systems.
13. Ability to create databases, initiate queries, compile information and organize data for state mandated student data and compliance records.
14. Ability to maintain data integrity and prepare backup data files.
15. Ability to type or input data at an acceptable rate of speed.

16. Ability to serve as a technical resource to SELPA member Local Education Agencies (LEAs), concerning state required special education reports, respond to inquiries and troubleshoot and correct computer software/hardware problems.
17. Ability to read, interpret, apply, and explain laws, codes, rules, regulations, policies and procedures.
18. Ability to adapt to varying levels of work load.
19. Ability to communicate effectively both orally and in writing.
20. Ability to meet schedules and timelines.
21. Ability to maintain regular and reliable attendance.
22. Ability to work independently, prioritize and manage multiple tasks and effectively apply time management skills.
23. Ability to establish and maintain positive and effective working relationships and serve as a liaison with diverse populations.
24. Ability to understand and carry out assignments in a neat, orderly, accurate, and timely fashion following verbal or written instructions with minimal supervision.
25. Ability to exercise sound judgments and decisions and to evaluate the results of those judgments and decisions.

ESSENTIAL FUNCTIONS:

1. Review data from LEAs; input and code data into assigned systems; extract data as needed; prepare and maintain a variety of records and files related to work; assist in providing information and data for reports, including mandated reports.
2. Enter and edit student data into automated systems; generate and review reports, including those required by the CDE; monitor program data and ensure data collection and reporting procedures meet mandated regulations; ensure the accuracy and content of data and reports; identify and correct discrepancies; confer with technical and programming staff regarding system modifications and information needs.
3. Collaboratively work with and effectively communicate with the district data teams, other departments, administrators, governmental agencies, and outside organizations to collect and provide data and exchange information; notify users of system changes; coordinate activities, and resolve issues or concerns.
4. Work with school districts to verify and maintain the completeness, conformity, consistency, accuracy, timeliness, and integrity of data extracted and loaded from district's school information system into CALPADS.
5. Prepare, edit, and submit required state reports on behalf of SELPA member LEAs. Troubleshoot, research, and resolve errors prior to submission to avoid compliance issues or audit ramifications. Communicate regularly with MIS customer service/help desk to explore and rectify problems. Compile a searchable database of data entry errors to assist districts with efficient resolution.
6. Establish and maintain documentation, records, files, and logs relating to student enrollment, student services, system usage, reports, and other assigned functions.
7. Provide training to SELPA member LEAs on the use of special education student data programs. Hold regular meetings with SELPA member LEAs.
8. Plan, design, create and modify data and spreadsheets. Perform testing and evaluation of new or modified software/database applications related to MIS. Research new technology for appropriateness to MIS applications.
9. Attend state and regional meetings, conferences and workshops representing the SELPA regarding special education student data to understand, communicate requirements, and gain new knowledge related to updates and regulations. Remain abreast of new or revised State and/or Federal regulations

affecting the student programs, procedures, and computer information system.

10. Assist in the preparation and revision of program manuals, documents and related forms.
11. Assist in relaying information to outside agencies and the public concerning SELPA program operations and activities.
12. Provide administrative and clerical support to assigned manager(s).
13. Support office staff with monitoring, ordering and distributing inventory.
14. Handle confidential information and materials with complete security.
15. Other duties as required within the scope and skill level of the job classification.

ENVIRONMENT:

1. Physical office environment.
2. Use of telecommunications (phone, email, teleconferencing).
3. Direct contact with a variety of individuals including, but not limited to, SLO SELPA staff, school district staff, and educational consultants and community members.
4. Travel from the SELPA office to school districts and other sites as needed.
5. Driving a vehicle to conduct work as assigned by the position.

PHYSICAL DEMANDS:

1. Dexterity of hands and fingers to operate a computer keyboard.
2. Seeing to view a computer monitor and read a variety of materials.
3. Hearing and speaking to exchange information.
4. Sitting or standing for extended periods of time.
5. Bending at the waist, kneeling or crouching to retrieve materials.
6. Reaching overhead, above the shoulders and horizontally.
7. Physical agility to lift 15 pounds to shoulder height.
8. Lifting, carrying, pushing or pulling light objects.

Grade Allocation: 31
Adopted:
Revised:12/12/2017, 10/8/2021