JOB TITLE CLASS TITLE: DATA AND STUDENT INFORMATION SYSTEMS SPECIALIST

REPORTS TO: Assistant Superintendent Student Program and Services
SUPERVISES: No supervisory responsibilities.

DEFINITION:
Perform specialized duties in the operation, configuration maintenance, troubleshooting, updating and supporting federal, state and local student data and information systems. Maintain and support SLOCOE's student data and student information systems. Perform specialized and complex computer operations that collect, manage, analyze, generate and report student and staff data using a variety of information systems. Perform system administration activities. Provide ongoing training and technical support to SLOCOE, SELPA and local district staff and troubleshoot issues on all student information systems (SIS) used countywide. Provide guidance countywide in the use of all student information systems, and in maintaining the accuracy and reliability of the systems. Resolve reporting and data management issues. Ensure compliance with state and federal reporting regulations.

QUALIFICATIONS:
Required:
1. Associate degree in related field or equivalent.
2. Five years of increasingly responsible experience working with databases, student information systems, data processing, data management, data analysis and computer operations or equivalent information systems.
3. Federal Bureau of Investigation and the California Department of Justice fingerprint clearance as required by California Education Code.
4. Valid California Driver's License.

Desired:
1. College level coursework in databases, information systems, data processing, data management, computer operations or related field.

KNOWLEDGE AND ABILITY:
1. Knowledge of practices, procedures and techniques involved in the configuration, operation, maintenance, troubleshooting, diagnosis and support of information systems.
2. Knowledge of backup, recovery and business continuity principles and practices.
3. Knowledge of computerized data collection, management and export to other systems or spreadsheets for reporting, auditing and/or sharing.
4. Knowledge of educational programs, requirements, education codes and policies to manage course data and completion requirements including, but not limited to graduation requirements, CTE pathways and/or state course codes.
5. Knowledge of legal requirements and timelines for students with disabilities, English learners, socioeconomically disadvantaged youth, student aid processes and requirements, IEPs and 504s.
6. Knowledge of modern office practices, procedures and equipment.
7. Knowledge of policies and objectives of assigned programs and activities.
8. Knowledge of record-keeping and filing techniques.
9. Knowledge of telephone techniques and etiquette.
10. Knowledge of correct English usage, grammar, spelling, punctuation and vocabulary.
11. Knowledge of operation of a computer.
12. Knowledge of data control procedures and data entry operations.
13. Knowledge of principles and methods of California Pupil Attendance Accounting.
14. Knowledge of state and federal data collection procedures.

15. Knowledge of student information systems related to student enrollment, attendance, programs, grades, testing, as well as staff data.
16. Ability to understand manual instructions to enable logical and accurate diagnosis of problems.
17. Ability to research and recommend solutions to needed data to support operations. Ability to maintain current knowledge of technological advances.
18. Ability to maintain student and staff data integrity to ensure accurate records and accurate federal, state and local data submission requirements.
19. Ability to provide technical assistance and consultations to all educational partners regarding data and information systems.
20. Ability to troubleshoot and resolve database problems, ensuring data integrity and backups.
21. Ability to learn assigned software, including spreadsheet and database systems.
22. Ability to learn SLOCOE organization, operations, policies and objectives.
23. Ability to communicate effectively both verbally and in writing.
24. Ability to complete work with frequent interruptions.
25. Ability to perform mathematic calculations with speed and accuracy.
26. Ability to learn, interpret, apply and explain laws, codes, rules, regulations, policies and procedures.
27. Ability to plan, organize, prioritize, and schedule work.
28. Ability to work confidentially with discretion.
29. Ability to maintain regular and reliable attendance.
30. Ability to work independently, prioritize and manage multiple tasks and effectively apply time management skills.
31. Ability to establish and maintain positive and effective working relationships with diverse populations.
32. Ability to understand and carry out assignments in a neat, orderly, accurate, and timely fashion following verbal or written instructions with minimal supervision.
33. Ability to exercise sound judgments and decisions and to evaluate the results of those judgments and decisions.
34. Ability to deal with and communicate information related to problems or issues involving several variables in standardized situations.
35. Ability to provide technical administrative support to SLOCOE staff in the collection, review, and reporting of required data.
36. Ability to give presentations to small and large groups.
37. Ability to identify and resolve data issues, errors and discrepancies.
38. Ability to extract, manipulate, analyze and prepare data for submission to CALPADS.
39. Ability to provide team leadership in order to build a collaborative environment.

ESSENTIAL FUNCTIONS:
1. Perform specialized duties in the operation, configuration maintenance, troubleshooting, updating and supporting federal, state and local student data and student information systems. Perform specialized and complex computer operations that collect, manage, analyze, generate and report student and staff data using a variety of information systems and databases. Perform system administration activities.
2. Provide ongoing training and technical support to SLOCOE, SELPA and local district staff regarding federal, state and local student data and student information systems.
3. Facilitate distribution of federal, state and local information to SLOCOE, SELPA and local district staff in the use of student data and student information systems as well as maintaining accuracy and reliability of the systems.
4. Resolve reporting and data management issues to ensure compliance with federal, state and local reporting guidelines.
5. Perform updates, maintenance and setup of assigned systems.
6. Maintain and monitor databases regarding student enrollment and funding information. Enter student enrollment information. Identify and solve errors in reported information prior to presenting data for final certification. Prepare review and submit state, federal and/or local reports for the purpose of

complying with relevant state and federal reporting requirements and established timelines. Complete all student information data requests and reporting requirements for SLOCOE programs. Execute processes related to data upload, extracts, and synchronization.

7. Perform complex data auditing and reconciliation to ensure compliance with State CALPADS requirements. Ensure data is accurate and complete to meet specific certification deadlines. Research discrepancies and errors, and correct data. Monitor related functions to comply with established laws, rules, regulations, policies and procedures.

8. Maintain current knowledge of reporting systems, related databases and requirements. Attend trainings and consult with other districts COEs and California Department of Education to keep current on reporting requirements and updates to all student information systems used by SLOCOE. Keep SLOCOE staff informed of state or database updates and/or changes. Provide technical information and guidance regarding reporting rules and regulations.

9. Exercise independent judgment in resolving issues, and provide solutions to the administrator.

10. Initiate queries, develop spreadsheets, manipulate data and generate various computerized lists and reports. Ensure accuracy of input and output data.

11. Communicate with SLOCOE personnel, governmental agencies and outside organizations such as the California Department of Education to exchange information, request and provide materials, coordinate activities and resolve issues or concerns.

12. Research, compile and verify data and information and prepare and maintain records, logs and reports related to student data. Compute statistical information for reports. Identify and resolve statistical discrepancies. Ensure mandated reports are completed and submitted according to established time lines. Distribute, collect, process and evaluate forms and applications related to assigned functions.

13. Establish, assign, maintain and manage local security controls, local codes and user access to various SLOCOE database systems.

14. Notify staff of any data inconsistencies, errors, or changes in coding and communicate issues and resolutions with SIS users and management.

15. Serve as a resource to SLOCOE and district personnel by providing technical expertise regarding data management.

16. Conduct trainings and monthly meetings for SLOCOE personnel in the use of student information systems and required reporting. Update training manuals and tutorials as needed.

17. Confer with SLOCOE IT department and current SIS vendors to obtain technical support.

18. Advise SLOCOE staff on program data issues or changes in reporting requirements in order to maintain compliance with established guidelines and procedures. Make recommendations to SLOCOE administrators pertaining to the management of student information.

19. Communicate with other districts and COEs statewide to resolve data anomalies and ensure best practices of data management.

20. Handle confidential information and materials with complete security.

21. Perform related duties as assigned within the scope and skill level of the classification.

ENVIRONMENT:
Office or school environment.
Constant interruptions.

PHYSICAL DEMANDS:
1. Hearing and speaking to exchange information in person or on the telephone.
2. Dexterity of hands and fingers to operate a computer keyboard and office equipment.
3. Seeing to read a variety of materials.
4. Sitting or standing for extended periods of time.
5. Physical agility to lift 15 pounds to shoulder height.
6. Lifting, carrying, pushing or pulling light objects.

HAZARDS:

Contact with dissatisfied or abusive individuals.

| Grade Allocation: 36 |
| Adopted: 10/22/14 |
| Revised: 8/27/25 |