

CALPADS/STUDENT INFORMATION SYSTEM SPECIALIST

JOB SUMMARY

Under direct supervision of the Director of Student Services, perform skilled work in development and maintenance of a variety of databases, but mainly Aeries SIS (Student Information System), CALPADS (California Longitudinal Pupil Achievement Data System) and SEIS when needed (Special Education Information System) and all related components; assist users of Aeries SIS in resolving technical problems including the accuracy, timeliness and completeness of attendance related reporting; perform related support for all sites and programs; assist in the administration of the attendance information system, including ongoing enhancement and upgrades to existing system; perform essential job duties and responsibilities and other related work as may be required.

ESSENTIAL JOB DUTIES AND RESPONSIBILITIES

- Assist users in resolving related technical problems regarding the District Student Information System;
- Enter or oversee the entry of new data into databases;
- Monitor and maintain District attendance records in order to accurately report the P1, P2, and Annual Attendance Reports;
- Prepare reports from databases as required by District staff and mandated in Federal and State programs;
- Instruct District personnel in data entry policies and procedures at all District Sites, traveling between sites as needed.
- Use manual or automated techniques to enter data into databases;
- Consult with District personnel to develop efficient mechanisms for gathering and compiling data;
- Generate a variety of reports from District databases as required;
- Assist with integrating and standardizing data related to the District Student Information system;
- Develop training for District staff on Aeries SIS and all related components;
- Submit CALPADS data uploads, resolve issues/errors, and coordinate with other departments with data collection in preparation for submissions of state mandated district reporting for CALPADS Fall 1, Fall 2, and End of Year I-IV, and other State and Federal requirements, ensuring accuracy and integrity.
- Generate information, statistics and reports as requested according to established timelines.
- Oversee the submission of CBEDS data to the California Department of Education.
- Act as District's Designated CAASPP/ELPAC/PHY.FIT Coordinator:
 1. Coordinates state, federal, and district mandated testing with related departments within the district and the state level.
 2. Facilitates the administration of testing including the acquisition of testing materials and coordination with school sites regarding their preparation and testing procedures.
 3. Inspects testing materials and maintains the security of testing materials, related data, and confidential student information.
 4. Attends conferences to keep current with compliance and state regulation issues for state mandated testing.
 5. Facilitates appropriate approval of forms/materials as necessary to meet state requirements for testing.
 6. Facilitates data collection and reporting for state documentation; assists district departments as necessary to gather information for reports to the state.
 7. Create and maintain rosters for administrators and teachers to check their student's scores/performance.
- SARC – Document Tracking- to ensure timely reporting to the CDE and District Websites.
- OPUS-CDS (Update District/School Data
- Civil Rights Data Collection (CRDC) – Federally Mandated District and School Reporting
- TOMS Portal: Creating/Updating User accounts
- CAASPP Portal: Creating Teacher/Class Rosters
- SBAC/TIDE: Creating groups for Interim Assignments
- Ordering Annual Notifications to Parents and Students Insurance
- Suspensions: Keeping track for EOY reporting in CalPads
- Title I Comparability
- SMAA Tape Matches: Creating files and uploading
- Attendance Accounting Reporting: P1, P2 and Annual
- ConApp: Consolidated Application
- Impact Aid: Collect Surveys from Military and Civilian Employed Families on military installations within the district.
- Homeless/Foster Youth Reporting.
- SAAS – (State Assessment Apportionment System) – Certifies the LEA CAASPP Apportionment
- CalSAAS – (California Statewide Assignment Accountability System) – Reviews and updates the teacher credential for possible teacher mis assignments.

ESSENTIAL SKILLS

- Operate a variety of office equipment including a computer, printer, scanner, calculator, copy/fax machine;

- Complies with district technology policies and district data security policies and procedures.
- Uses tools such as Excel and other Microsoft Office components, and other tools to add data to fields, format fields, concatenate data, and to perform other data processing tasks.
- Perform other related work as may be required.

EMPLOYMENT STANDARDS

Knowledge of:

- Correct English usage, spelling, grammar and punctuation;
- Business productivity software (Google Business Suite);
- Extensive knowledge of spreadsheets including tables and formatting, conditional formatting, and pivot tables.
- Statistical concepts and analysis;
- General public relations

Ability to:

- Present statistical data in a visually clear and attractive manner for written, Web-based, and/or computer-assisted presentations;
- Diagnose and resolve technical problems quickly with minimal support;
- Organize and follow work schedules;
- Demonstrate good judgment and good problem-solving skills;
- Learn and utilize new and current technologies;
- Work independently with a minimum of supervision;
- Organize tasks, set priorities and meet deadlines;
- Perform simple and complex repetitive tasks;
- Manage multiple tasks;
- Understand and carry out oral and written directions;
- Perform duties quickly and accurately;
- Prepare and compile accurate records;
- Establish and maintain an effective working relationship with all departments and school sites contacted in the course of work;
- Maintain a positive service orientation toward supported personnel.

EDUCATION AND EXPERIENCE

Education: Equivalent to graduation from high school and possession of the knowledge and abilities listed above.

Experience: Two (2) or more years of database support work experience; and two (2) years of attendance related experience at a school site or school district office level; and AERIES SIS experience required.

REQUIRED LICENSES AND/OR CERTIFICATES

If driving a vehicle is required in the course of work, the operator must possess a valid California Driver's License and maintain possession of such license during the course of employment; and must be insurable at standard rates by the District's insurance carrier and maintain such insurability.

PHYSICAL DEMANDS AND WORKING CONDITIONS

The physical requirements indicated below are examples of the physical aspects that this position classification must perform in carrying out the essential job duties and responsibilities listed above.

Physical Demands: Sit (continuously); stand, walk, bend, stoop, push, pull (occasionally); possible stairs; repetitive hand activities within close reach, such as keyboard, mouse, handwriting and file management (continuously); sit for prolonged periods of time; lift/ carry office supplies up to 10 pounds (occasionally); carry on normal speech and hearing activities.

Working Conditions: Indoor office setting; exposure to usual office sounds, office dust and (possible) odor of perfume or room deodorizer.