

Rocklin Unified School District

2615 Sierra Meadows Drive, Rocklin, CA 95677
(916) 624-2428 / www.rocklin.k12.ca.us



Job Description

POSITION TITLE: Student Information Systems Specialist

SALARY PLACEMENT: Non-Represented Salary Schedule

SUMMARY:

The purpose of the Student Information Systems Specialist is to update and maintain student data in California Longitudinal Pupil Achievement Data System (CALPADS) and the district student information system (Aeries) for use in or preparation of a variety of specialized local, federal, and state required reports; use data to assist in establishing and preparing lists, master lists/logs, on-line documents, and other necessary and related materials; audit and then enter changes, modifications, and amendments to data in the system; organize material for efficient reporting and retrieval, perform backup for related databases.

SUPERVISOR:

This position reports directly to the Chief Technology Officer.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

The essential duties and responsibilities for this position include, but are not limited to, the following:

1. Compile, analyze and prepare a variety of record extracts, labels and reports related to student data to be sent to the federal government, state, district and other outside agencies or departments within the school through the CALPADS system. Preparation of documents and data files for state, federal and grant reporting purposes.
2. Organize, compile, and report data collected from original sources or extracted from the district student information system (Aeries) and accurately produce findings; develop summary reports as needed for various audiences. Produce appropriate data files for Educational Services for strategic planning, assessment and program evaluation to support informed decision-making and continuous improvement of student learning, staff development, instructional delivery, and other related district programs.
3. Performs analysis of multiple data sets for the purposes of determining system functionality and ensuring that users are receiving necessary and pertinent data. Can perform general queries, reports, analysis and data reports in formats required by users.
4. Work with school and district administrators and clerical/attendance staff in the entry, identification and reporting of data, addressing user problems related to these functions, to improve overall data use related to educational programs. Respond to inquiries from sites related to the student information system issues
5. Maintain and help to facilitate the highest levels of detail and quality control of data entry, data processing and manipulations, including processes such as performing analysis of the resulting data to help facilitate interpretation of findings and generate related reports and data files.
6. Assist other department staff with coordination of data and related activities including interfacing other database information, for regulatory compliance of Federal, State, and District assessment and testing programs; compile and generate submissions for Federal and State reporting; create student ID logins or files for various purposes of testing and data integrity.
7. Work collaboratively with various administrators, schools, and departments in the development and selection of data collection and entry of student information, developing instructions for and training for staff.

8. Interface with county and regional student information specialists, to keep abreast of technologies and emerging trends in student data analysis, for the purpose of providing additional information and/or recommendations to address a variety of program related requirements.
9. Communicate with vendors, State and other government or Local Educational Authorities for the purpose of acting as liaison; coordinating general operational procedures, solving problems and technical issues.
10. Prepare written materials (e.g. reports, memos, letters, etc.) for the purpose of documenting activities and providing instructions to others. Participates in meetings, workshops and seminars for the purpose of conveying and/or gathering information required to perform functions.
11. Perform other related duties as assigned.

Knowledge of:

- Oral and written communication skills
- Interpersonal skills using tact, patience and courtesy
- Operation of a computer and assigned software including email, desktop publishing, charts and graphics, word processing and spreadsheets
- Public speaking techniques
- Research and evaluation, data collection, processing, analysis and reporting
- Planning, organization, and coordination of student assessment activities and procedures
- Educational testing principles and practices
- Complex data manipulation using computerized tools and applications such as databases and spreadsheets
- Evaluate and interpret results utilizing detailed knowledge of research procedures and practices, including basic psychometric and other assessment quality standards (e.g., validity, reliability, item calibration)
- Theory and practice related to student learning, program evaluation, and educational measurement
- Applicable laws, codes, regulations, policies and procedures

Other desired knowledge, but not required:

- Test/survey design and development
- Methodology used in educational research design and statistical analysis
- Statistical and mathematical computations and measurements
- Computer software applications relevant to social research and assessment development
- Work collaboratively with other staff to conceptualize, develop, field test and psychometrically evaluate district assessment forms, related rubrics, scoring processes and procedures

Ability to:

- Work with detailed information/data and maintain accuracy; perform routine file management tasks, load, manipulate, archive and convert data
- Maintain deadlines, set priorities, schedule activities, meetings, and/or events; monitor completion of projects, identify problems and report progress to the supervisor
- Routinely gather, collate, and/or classify data using a variety of standardized methods; analyze data utilizing defined but different processes; use job-related tools and equipment
- Communicate effectively both orally and in writing
- Establish and maintain cooperative and effective working relationships with others to function as part of a team; work effectively with school district staff and other agencies
- Problem solve, use logic and reasoning to identify solutions and formulate recommendations and actions
- Maintain confidentiality; understand and observe all applicable federal, state, and local regulations pertaining to student and employment data, and with issues concerning programs and staff; interpret, apply and explain rules, regulations, policies and procedures
- Serve as a trainer and technical resource in related processes, methodologies, tools, and reporting systems
- Accurately analyze and interpret results and provide clear and concise narrative and graphic explanations of data and trends
- Maintain current knowledge of trends and advances in the field; upgrade skills due to changing tools and job requirements

- Follow verbal and written instructions, work independently with little direction, completing assignments successfully with minimal direction and supervision
- Create and maintain technical, procedural, and operational documentation relating to job duties
- Maintain consistent, punctual and regular attendance

EDUCATION:

Graduation from an accredited college or university with a degree in a research related or education oriented field is preferred. Course work or experience in areas such as: program assessment, program evaluation and statistics, and measurement of student academic progress is preferred. Experience in the public school system is desirable.

EXPERIENCE:

Job related experience in a K-12 environment is preferred.

CERTIFICATES, LICENSE, REGISTRATIONS:

Valid California Driver’s License

PHYSICAL REQUIREMENTS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand, walk, sit, use hands, and reach with hands and arms. The employee is occasionally required to stand and walk. Specific vision abilities required by this job include close vision and ability to adjust focus.

Medical Category I:

1. Position requires normal physical strength and endurance for standing, sitting, bending, or walking.
2. Work assignments are normally located in a work environment with light physical work and requires light physical effort.
3. Lifting 25 pounds maximum or carrying any object weighing over 15 pounds.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee frequently works in indoor environmental conditions. The employee is frequently working on a computer with a video display and occasionally works evenings and on weekends. The employee occasionally uses personal vehicle for work-related travel. The noise level in the work environment is usually moderate.

Adopted: May 18, 2016

The Rocklin Unified School District does not discriminate on the basis of color, race, religion, ancestry, national origin, age, sex, sexual orientation, gender, ethnic group identification, mental or physical disability in its educational programs, activities, or employment. All educational opportunities will be offered without regard to color, race, religion, ancestry, national origin, age, sex, sexual orientation, gender, ethnic group identification, mental or physical disability.

No person shall be denied employment solely because of any impairment which is unrelated to the ability to engage in activities involved in the position(s) or program for which application has been made. It is the responsibility of the applicant to notify the employer of any necessary modifications to the job or work site in order to determine whether the employer can reasonably accommodate any known disability.

The Rocklin Unified School District maintains a tobacco-free, drug-free environment.