

Student Information Systems & Assessment Specialist

Purpose Statement

The job of Student Information Systems & Assessment Specialist is done for the purpose/s of managing the student information database systems; providing instruction and support to system users; analyzing problems and issues related to the Student Information System and related software; ensuring the fidelity of all district student information; supporting the electronic enrollment and student data integration processes; managing assessment systems; coordinating usage among all system users; coordinating and producing a variety of internal and externally mandated statistical and instructional reports.

Essential Functions

- Administers system security, backups, upgrades, and migrations (e.g. authorization, access, read only, passwords, etc.) for the purpose of maintaining and regulating access to the student information systems.
- Compiles data from a wide variety of sources for input or merging into student information systems (e.g. student record updates, assessment records, attendance, scheduling, grading, transcripts, demographic, etc.) for the purpose of ensuring availability of information for accurate report generation.
- Coordinates and assists with installation and maintenance of computer hardware, software, and peripherals including communication hardware and software as they relate to student information systems (e.g. upgrades, drivers, etc.) for the purpose of providing access to local applications by site and district users.
- Designs a variety of often complex forms, report options, and/or database applications (e.g. assessment information, attendance, enrollment, training summaries, budgets, timeliness, etc.) for the purpose of responding to requests and providing customized solutions for data collection and reporting.
- Develops user guides and work aids for the purpose of supporting the training of district staff in the use of the student information system and assessment programs.
- Ensures compliance with State and Federal mandates (e.g. assessment, regulations, attendance reporting, etc.) for the purpose of maintaining and reporting accurate information.
- Inputs data into student information system (e.g. student record updates, assessment records, attendance, scheduling, grading, transcripts, etc.) for the purpose of ensuring accuracy of data.
- Maintains an inventory of supplies and equipment for the purpose of ensuring availability of required items and ensuring security of materials.
- Participates in meetings and workshops for the purpose of communicating student information systems' and assessment systems' capabilities, requirements, and/or accommodating district goals.
- Performs data recovery or repair of the student information systems and assessment systems as needed for the purpose of restoring or repairing corrupted databases.
- Prepares periodic and ad hoc reports (e.g. state attendance and demographic reports, data exports for budgeting, grades, discipline, and/or assessment, etc.) for the purpose of providing information and complying with mandated requirements.
- Responds to user requests for a variety of report options (e.g. assessment information, attendance, discipline, enrollment, training summaries, budgets, timeliness, etc.) for the purpose of disseminating information to appropriate parties.

- Trains district and site staff on the use of student information systems and assessment systems (e.g. new applications, upgrades, updates, etc.) for the purpose of ensuring their ability to use new and/or existing processes, improving work efficiency and effectiveness, and adherence to State and Federal mandates.
- Troubleshoots issues related to the student information systems and/or assessment systems for the purpose of resolving user problems.

Other Functions

- Performs reasonably related job functions as may be required for the purpose of supporting other personnel in the completion of their work activities.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform single, technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: utilizing pertinent diagnostic and application software; adhering to safety practices; planning and managing projects; and preparing and maintaining accurate records.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read technical information, compose a variety of documents, and/or facilitate group discussions; and solve practical problems. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: common office machines; current generation office software; methods of troubleshooting hardware and software malfunctions including commonly found peripheral equipment; and computer software and networking terminology; SQL or other database query languages.

ABILITY is required to schedule activities, meetings, and/or events; often gather, collate, and/or classify data; and consider a variety of factors when using equipment. Flexibility is required to work with others in a wide variety of circumstances; analyze data utilizing defined but different processes; and operate equipment using a variety of standardized methods. Ability is also required to work with a wide diversity of individuals; work with data of varied types and/or purposes; and utilize a variety of types of job-related equipment. Problem solving is required to analyze issues and create action plans. Problem solving with data frequently requires independent interpretation of guidelines; and problem solving with equipment is moderate. Specific ability based competencies required to satisfactorily perform the functions of the job include: being attentive to detail; establishing and maintaining effective working relationships; maintaining confidentiality; and working with frequent interruptions; adapting to changing work priorities; meeting deadlines and schedules.

Responsibility

Responsibilities include: working under limited supervision using standardized practices and/or methods; leading, guiding, and/or coordinating others; tracking budget expenditures. Utilization of some resources from other work units is often required to perform the job's functions. There is a continual opportunity to have some impact on the organization's services.

Work Environment

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling, some stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 58% sitting, 7% walking, and 35% standing. The job is performed in a generally hazard free environment.

Experience: Job related experience with increasing levels of responsibility is desired.

Education: Targeted, job related education with study in job-related area.

Equivalency: .

Required Testing

Merit System pre-employment proficiency exam
Pre-employment physical exam

Certificates and Licenses

Mandatory Reporter Certificate
Valid California Driver's License and Evidence of Insurance in accordance with California Law

Continuing Educ. / Training

Maintain knowledge of emerging technologies

Clearances

Criminal Justice/Fingerprint Clearance

Maintains Certificates and/or Licenses

TB Clearance

FLSA Status

Non Exempt

Approval Date

2/6/2017

Salary Grade

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