

CLASS TITLE: Student Data Coordinator
Range 20

BASIC FUNCTION: The Student Data Coordinator sets up, maintains and oversees the District student information system. Ensures proper collection of various data for State and Federal compliance reporting including, but not limited to, attendance collection, English Language Learners, Migrant, Homeless, Indian Ed. and other accountability programs. Assists with the coordination of all State and Federal mandated student testing including the California English Language Development Test. Creates and manages a profile of the District's student population and charts progress in order to evaluate and manipulate factors that impact academic growth. Components include student demographics and academic longitudinal performance studies. Serves as a District liaison with State, county, District and School Sites for the exchange of data with other schools or districts regarding State or Federal Programs.

REPRESENTATIVE DUTIES AND RESPONSIBILITIES: (For purposes of the Americans with Disabilities Act all the functions listed below are considered essential).

Communicates with district and non-district personnel concerning the establishment and use of databases including the exchange of data and serves as district liaison regarding Aeries network and software providers, Assessment Software, food Service software, California Longitudinal Pupil Achievement Data System (CALPADS) and other related software that serves the general operation of the District. Updates and maintains the district website per scheduled assignments.

Facilitates data conversions from our District Student information System to other Information System databases as required for reporting and compliance.

Facilitates import/export of digital curriculum.

Coordinates/plans upgrades to existing software programs. Develops, manages and/or maintains software documentation.

Identifies and resolves data integrity problems, monitors databases for consistency and standardization of all student data, spot checks student data for compliance. Maintains back up and recovery of databases.

Plans, designs and manipulates databases for the storage and dissemination of student data.

Plans, designs and creates scripts for various reports.

Orders all testing materials. Distributes, collects, verifies and mails all materials.

Enters data as necessary for various mandated program requirements, such as, but not limited to, Special Education for California Assessment of Student Performance and Progress (CAASPP) testing.

Analyses appropriate solutions for computer and data processing needs, including the set up and implementation of other modules of the District Student Information System.

Provides technical support, analysis and training in the use of the software databases to district and site personnel. Trouble shoots software errors and assists users in the use of the District adopted software programs. Advises and makes recommendations for improvement or correction.

Develops a strategy with site and District administrators that uses the best methods for collecting and maintaining data.

Facilitates data conversions from the state standardized test program and other site assessment programs. Provides sound and coherent data analysis reporting and processes data with high levels of accuracy for the academic

performance studies.

Uses a wide variety of District adopted software programs in providing necessary data to the district and site administrators needed to complete applications for funding, compliance reports, Local Improvement Plans for grant writing purposes and/or annual evaluations of compensatory education programs, and other state and federal programs and/or grants.

Provides reports to the administration for School Board review.

Provides data to teachers on the status of student progress at the beginning and the end of each school year, using local and state assessment and testing criteria.

Types and prepares a variety of correspondence and complex materials related to State and Local testing and assessment, create forms for various programs to record data, track students, test scores and other related documents.

May be required to attend local and state conferences, meetings or trainings to keep up to date with current requirements for collection and reporting of student information data.

Other related duties as assigned including cross training with other District office staff and a willingness and ability to substitute as needed. Perform receptionist duties as required.

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION AND EXPERIENCE:

AA degree or equivalent from two-year college or technical school in business or computer science or other related area is desired, BA preferred. Two or three years related experience and/or training; or equivalent combination of education and training. Experience in an administrative or other related office.

LANGUAGE SKILLS:

Ability to read and analyze general business periodicals, professional journals, technical procedures or governmental regulations. Ability to write reports, business correspondence and procedure manuals. Ability to effectively present information and respond to questions from groups, administrators and the public.

MATHEMATICAL SKILLS:

Ability to calculate figures and amounts such as interest, percentages, average scores and formulate complex mathematical concepts such as probability and statistical inference.

REASONING ABILITY:

Ability to collect data, establish facts and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form. Ability to apply common sense understanding to carry out instructions furnished in written, oral or diagram form. Ability to deal with complex problems in the workplace when given limited direction. Ability to maintain the highest degree of confidentiality regarding sensitive information. Ability to work on a variety of tasks simultaneously with frequent interruption.

CERTIFICATES, LICENSES, REGISTRATIONS:

Valid California Drivers License and proof of adequate automobile insurance as stipulated by the State of California.

PHYSICAL DEMANDS:

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 frequently required to sit and talk and hear. The employee is occasionally required to stand; walk; use hands to touch, handle and feel; reach with hands and arms; climb or balance; stoop, kneel, crouch or crawl and taste and smell. The employee must frequently lift and move up to 10 and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

WORKING 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.

The noise level in the work environment is usually quiet (examples: library, private office) to moderate (examples: business office with computers and printers, light traffic).

SALARY: Range 20 of the Classified Salary Schedule 11 months per year.

The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position.

Adopted: May 15, 2008