



LOWELL JOINT SCHOOL DISTRICT

INFORMATION SYSTEMS SPECIALIST

Classified Salary Schedule
Range 29

JOB SUMMARY:

Under the direction of the Assistant Superintendent of Curriculum and Instruction, the Information Systems Specialist is responsible for the data integrity of the District's student information system; coordinates data input and any reporting as required by the District, State, or Federal government; and works closely with the Technology Department for system support and security and with the Business Services Department to ensure compliance and accuracy with State reporting requirements.

ESSENTIAL FUNCTIONS

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude the position if the work is similar, related, or a logical assignment to the position.

- Serves as the District's contact person with various responsibilities to maintain CALPADS information, the assignment of Statewide Student Identification (SSID) numbers, resolving anomalies, and working with staff to add/clean up student data in the District's student information system (currently AERIES CS) in order to resolve discrepancies in CALPADS submissions. Responsible for reconciling data between CALPADS and the student information system on a regular, ongoing basis.
- Responsible for preparing timely and accurate CALPADS data submissions.
- Maintains knowledge of local, State and Federal reporting requirements, including data needs and reporting timelines. Communicates these requirements with staff in a timely manner.
- Advise and assist various departments with meeting data and program needs; provide technical information concerning reports, research, statistics, and related practices, standards, requirements and procedures.
- Generate, compile and verify a variety of data and information; compute statistical information for various federal, State and District reports as necessary; resolve a variety of statistical discrepancies; sort, arrange and tabulate data according to reporting requirements.
- Maintains District data systems, including the student information system (AERIES CS) and all other data systems that rely on accurate student data. (i.e., MIND Institute ST Math, Illuminate, Accelerated Reader/Reading Counts, Lexia, DyNed).
- Manage and maintain Microsoft SQL database server, including backups and regular software maintenance.
- Performs end-of-year rollover processes for student information system (currently ARIES CS).
- Performs regular, ongoing transfers of data between data systems, including the importing and exporting of data to and from a variety of data systems.
- Converts data to and from different formats for the purpose of facilitating data exchange between people or systems.
- Establishes and implements District-wide uniform data collection processes based on database capabilities, and current/future reporting requirements of local, State, and Federal programs.
- Participates in benchmarks, and communicates results to management through oral and written reports.
- Coordinates and interacts with technical personnel and/or vendors in order to resolve complex system hardware and software problems and coordinate the resolution of operational program problems.
- Trains staff on data entry procedures and the effective use of data systems, either one-on-one or in groups.
- Creates and publishes queries to facilitate the use of data within District databases. Assists others with the creation of custom queries.
- Provides technical support for staff members regarding the use of the data systems, software, and related technologies.

- Evaluates, validates, and monitors data collection processes and data stored in databases to maintain a high level of completeness, accuracy, integrity, and accessibility.
- Develops and maintains a thorough understanding of school site and district office operations and data needs, including processes for scheduling, attendance, student communications, and report requirements.
- Performs data entry as necessary to maintain complete and accurate data records.
- Develops, revises, and maintains user manuals and system documentation. Distributes this documentation to end users.
- Maintains user credential and security information including logins and passwords for data systems.
- Installs, configures, and tests standard enterprise administrative software in accordance with established criteria.
- Installs and configures specialized instructional and educational software as authorized.
- Assists with the reconciliation of the Local Control Accountability Plan (LCAP) budgets and goals using financial and student information systems.
- May assist with connectivity to the District network for the purposes of connecting to data systems.
- Works with the Technology Department and other departments as necessary to incorporate automation and integration into various software programs.
- Performs other duties as assigned.

QUALIFICATION GUIDELINES

Knowledge of:

- Principles, practices, procedures and techniques involved in the processing, preparation, verification, record-keeping and reporting of statistical data.
- Industry standard database programs as it relates to student information systems.
- Basic database file structures and query maintenance; principles, methods and procedures of repair, installation, operation, maintenance, and troubleshooting of computers and other technical equipment.
- Current Windows operating systems and office productivity software packages.
- Data verification, control and clean-up procedures and data entry operations.
- Correct English usage, grammar, spelling, punctuation, and vocabulary.
- Modern office practices, procedures, and equipment.
- Information technology practices, database management, relational databases and query writing.
- Methods for troubleshooting and resolving hardware and software malfunctions. Customer service support practices; personal computers and various operating systems; various types of network errors, and student data base errors.

Ability to:

- Perform a variety of technical and complex activities involved in the processing, preparation, verification, record-keeping and reporting of assessment, demographic and program data.
- Rapidly learn student information system (AERIES CS) database and various application software using the student information system database and the CALPADS information for the assigning of SSID numbers for all incoming students.
- Effectively assist users in troubleshooting software packages and communicate effectively with users to determine, diagnose, and assist in resolving software problems.
- Maintain work areas in a safe, clean, and orderly condition.
- Import, export, and manipulate data of various formats.
- Assist in maintaining the District's databases and servers, including software and hardware.
- Analyze data, write complex queries, and respond to errors in a timely manner.
- Formulate quick solutions to complex problems and situations.
- Train staff one-on-one or in a group setting.
- Establish and maintain effective record keeping procedures.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain cooperative and effective working relationships with others.
- Work independently with little direction.
- Prioritize work in order to meet schedules and time lines.
- Work under strict deadlines on various tasks simultaneously.

Education/Training/Experience

Graduation from high school or its equivalent, supplemented by college-level course work in statistics, data processing or related field and two years experience involving processing, verification, record-keeping and reporting of statistical data including work with computer databases, spreadsheets and other software applications.

Experience with Windows operating systems required. Expertise in providing training in the administrative and/or instructional uses of technology. Experience with education-related technology tools and applications desired.

Consideration will be given to an alternative combination of experience and training that provides the required knowledge, skills, and abilities and that encompasses the essential functions.

Licenses/Certificates/Special Requirements:

A valid California Driver's License and the ability to maintain insurability under the District's Vehicle Insurance Policy.

PHYSICAL STANDARDS AND WORKING CONDITIONS:

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

Physical Demands:

Physical demands of this position include sitting or standing for extended periods of time, regularly required to use hands and fingers to handle and operate objects, tools, or controls and reach with hands and arms. The employee is required frequently walk, stand, bend at the knee, stoop or kneel, and reach above the shoulders. Employees may be required to lift, push, pull or carry objects up to twenty-five (25) pounds.

Mental Demands:

Employee must be able to use written and oral communication skills; read and interpret data, information and documents; interpret policies and procedures; work under deadlines with interruptions; and interact with District staff, vendors, and the general public.

Work Environment:

Duties are performed in office, school, and community settings which may result in normal noise levels for these environments. This position has frequent interruptions and frequently works independently with high work volume and tight deadlines.

The information contained in the physical standards description is for compliance with ADA and is not an exhaustive list of duties performed. Individuals who hold this position may perform additional duties and additional duties may be assigned.

WORK PERIOD:

12 months per year, 5 days per week, 8 hours per day