

## **SPECIALIST-STUDENT INFORMATION SYSTEMS-STUDENT SERVICES**

### **DEFINITION:**

Under the supervision of the Director, Student Services, performs complex record analysis activities relative to the Student Services Department's student information systems; perform functions related to student search queries, user permission administration, document management, state reporting and user support; performs a variety of technical duties in the management of district student services functions and related student information databases; prepares and maintains manual and automated records and assures accuracy of input and output data.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

- Supports Student Services and District staff users of the student information system, including help desk duties, creation and maintenance of help documents, and training videos.
- Ensures student data is correct and in compliance with the California Department of Education and Federal requirements.
- Responsible for timely and accurate state child welfare and attendance reporting.
- Develops and maintains a regular schedule of searches related to ensuring accurate Student Services records and data.
- Receives, compiles and verifies a variety of information; prepares and maintains a variety of confidential manual and automated records related to students.
- Develops spreadsheets; compiles, records and reports data, initiates queries and generates a variety of mandated and requested computerized reports according to established procedures and timelines; assure accuracy of input and output data.
- Provides training and technical support regarding student services reports from the district information system.
- Assists with the preparation of data for special reports using student database applications and other technical data.
- Creates and analyzes online surveys using various applications.
- Maintains and updates student services websites and intranet information.
- Operates a variety of office equipment, a computer and assigned software.
- Generates, analyzes, and distributes various reports as needed.

### **QUALIFICATIONS GUIDE**

#### **Knowledge of:**

- Student information system, spreadsheet and data processing systems.
- Education codes related to Child Welfare and Attendance, student discipline, attendance, procedures and terminology.
- District procedures, rules and regulations concerning Child Welfare and Attendance programs.
- Applicable sections of the State Education Code and other applicable laws.
- Methods of collecting and organizing data and information.
- Correct English usage, punctuation, spelling and grammar.
- Statistical record-keeping and report-writing techniques.
- Reporting procedures, record keeping, and report generation
- Current methods, practices, and procedures involving the use of network and computer technology and related equipment.
- Methods and procedures used in software installation and troubleshooting.

#### **Ability to:**

- Interpret, apply and explain laws, codes, rules, regulations, policies and procedures.
- Assure accuracy of data input and management.
- Maintain confidentiality of student information.
- Establish and maintain cooperative and effective working relationships with others.

- Meet schedules and timelines.
- Verify accuracy of data input and output.
- Type or input data at an acceptable rate of speed.
- Communicate effectively both orally and in writing.
- Create and maintain databases for information and analysis.
- Learn and effectively use network and systems hardware/software specific to District needs.
- Read, comprehend, and apply complex instructions and technical literature.
- Train or assist in providing training to users in the District.
- Generate and maintain records and reports.
- Work effectively with minimal supervision.
- Communicate effectively both orally and in writing.
- Work effectively under pressure in a fast-paced environment and under strict deadlines.
- Make mathematical calculations with accuracy.
- Work efficiently with frequent interruptions.

**EDUCATION/EXPERIENCE:**

Any combination equivalent to: bachelor's degree and three years' experience operating a comprehensive database system.

**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.

- Sitting for extended periods of time.
- Dexterity of hands and fingers to operate a computer keyboard.
- Hearing and speaking to exchange information in person or on the telephone.
- Bending the waist, kneeling or crouching to file and retrieve materials.
- Lifting, carrying, pushing or pulling objects up to 25 pounds.
- Seeing to read a variety of materials.

**WORK ENVIRONMENT:**

Indoor/Office 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 moderate.

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