



JOB DESCRIPTION

CALPADS ADMINISTRATOR/SIS COORDINATOR, DISTRICT OFFICE

DEFINITION:

Under the supervision of the Superintendent, the CALPADS Administrator/SIS Coordinator will oversee the operation of the Student Information System and associated information subsystems. The Coordinator will assist in the development and implementation of ongoing best practices to assure that accurate and current data is available for local use and state and federal reporting. The Coordinator will implement efforts to improve the functionality of the information system and build capacity to meet the ongoing needs of the District. The Coordinator will oversee the submission process of required state and federal data to include the California Longitudinal Pupil Achievement Data Systems (CALPADS or similar state adopted system). (225 Days; Range 70)

ESSENTIAL DUTIES:

- Will supervise operational use of the Student Information System
- Will organize, and implement security controls to protect the information within the system
- Will organize, and implement a security structure that allows employees access to student data that relates to their job roles and responsibilities
- Will organize, and implement student data analysis, data reporting and research activities related to district, state, and federal programs and associated assessment, accountability, and compliance requirements
- Organize and implement the ongoing maintenance and reporting of student and staff information pertaining to CALPADS.
- Implement and review the accuracy of all student and staff information in the system
- Will implement the submission, reporting, and collection of data as it pertains to local, state, and federal data systems to include, but not limited to:
 - State Data Systems (CALPADS- California Longitudinal Pupil Achievement Data Systems, CBEDS-California Basic Educational Data System, CSD-California School Directory)
 - Federal Data Systems (CRDC-Civil Rights Data Collection)
 - Local Data Systems (District Assessments, Essential Student Data: Enrollment, Information, Programs, Grades, and Schedules)
 - NSLP-National School Lunch Program direct certification data from CALPADS
 - OTHER data sets/systems as needed to meet ongoing reporting requirements
 - Obtaining Statewide Student Identifiers (SSID)
 - State Reporting Submission Cycles for Certification
 - Management and maintenance of data submitted
 - Enrollment and Periodic Enrollment Updates
 - Anomaly Resolutions
 - Data Translation tables
- Maintenance of user profiles
- Will supervise and maintain the data within the automated messaging system

- Assist with and monitor the ongoing maintenance and technical support of the system In addition will:
 - Maintain current knowledge of local, state, and federal sources of educational data including, but limited to, CALPADS
 - Assist in enrollment projections and capacity analysis
 - Compile data, prepare displays and reports for presentations to the Board of Education, district staff, and community groups
 - Direct and coordinate collaboration between district staff to meet reporting requirements and assure that school sites have timely access to student data
 - Direct and coordinate professional development opportunities to district staff regarding appropriate use of the system in relation to job responsibility
 - Provide technical expertise, information, and assistance to district staff regarding student data systems and reporting procedures
 - Assist in the collection of student data and computerized information
 - Provide orientation sessions to clerical staff responsible for inputting student information and assist with computer related problems
 - Coordinate with Director of Information Systems to Maintain System Security

OTHER DUTIES:

- Perform related duties as assigned.

REQUIRED QUALIFICATIONS:

- Five years' experience in student information data systems, data collection and analysis, and research and evaluation in an educational setting preferred. Substantial professional development experience related to one or more of the following: student information data systems, data analysis and reporting, educational assessment and accountability, mid to large scale data systems
- Proficient with computer applications and software applications and programs.
- Bachelor's degree in Information Systems or related field.

Desirable Qualifications:

- Bi-lingual in English and Spanish preferred.

Knowledge of:

- Data analysis, data reporting, and research procedures and methods
- District, state, and federal reporting and accountability requirements
- District educational initiatives, programs, and policies
- Applicable computer hardware, software, and programming languages
- Oral and written communication skills
- Principles and practices of supervision and training
- Current instructional and curriculum practices
- Identifying and correcting problems with computer equipment and software operations
- Ability to train others
- Developing reporting procedures and formats
- Schedules and timelines
- Maintaining records and preparing reports

Ability to:

- Collect, aggregate, disaggregate, analyze, and report student achievement and school performance data
- Plan, organize, and manage work
- Use district student information system to extract and access student data
- Analyze problems
- Communicate effectively both orally and in writing
- Establish and maintain cooperative and effective working relationship with others
- Work independently with little direction

WORKING CONDITIONS:

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 regularly works inside. The employee is directly responsible for safety, well-being and work output of staff.

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 stand, walk, sit and talk or hear. The employee is occasionally required to reach with hands and arms and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, and depth perception. The position requires the individual to meet multiple demands from several people and interact with the public and other staff. The employee will often drive a car while performing the duties of this job.

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

Hazards:

- Related to working with student populations including but not limited to restraining a student.

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CSEA Approved: April 16, 2021

Board Approved: April 20, 2021

FLSA Status: Non-Exempt