

CENTRAL SCHOOL DISTRICT

Job Title: CALPADS/SIS Data Analyst

Occupational Group: Management
& Confidential

Reports to: Director of Technology

Work Year: 12 months

Date of Board Approval: June 2, 2022

DEFINITION

Under the general supervision of the Director of Technology, performs a variety of technical and analytical data integration as it relates to the District's Student Information System (SIS) and State California Longitudinal Pupil Achievement Data System (CALPADS). Maintains District attendance records and prepares a variety of reports. Supports software that requires the integration of student information. Trains staff and provides work direction and data application troubleshooting and integration to school sites to assure District, State and Federal mandated guidelines are met.

QUALIFICATIONS

Education/Certification:

- Required: Completion of high school or General Education Diploma (GED)
- Department of Justice and FBI clearance.
- Valid California Driver's License and safe driving record.

Experience:

- Required - Minimum of three years' experience working with Aeries (or similar) student information system uploading and downloading data, running queries, correcting and updating SIS data, and generating reports.
- Preferred - Minimum of five years' experience working with Aeries (or similar) student information system uploading and downloading data, running queries, correcting and updating SIS data, and generating reports.
- Required – Minimum of two years' of state reporting using CALPADS, CBEDS, SIS, etc.
- Preferred – Four years' of state reporting using CALPADS, SIS, etc.

Desirable Requirements:

- Bachelor of Science degree, preferably in computer-related field

Knowledge and Abilities:

Knowledge of:

Must have knowledge of the following: in-depth knowledge of data recording and reporting requirements and formats, working knowledge of special programs, student assessment and related services. knowledge of applicable District policies and procedures and state Education Codes, requires an understanding of database formats, knowledge of SIS table relationships and views, knowledge of State and District data reporting procedures and regulations, basic understanding of general accounting procedures, well-developed human relations skills to conduct in[1]service training and instruction to staff and to explain technical concepts.

Ability to:

Ability to learn new software quickly and thoroughly, and to effectively share knowledge with others, excellent understanding of Microsoft Office, strong data manipulation skills and ability to report using Excel and other tools, excellent written and verbal communication skills, experience working with Aeries (or similar) student information system, performing data imports and extracts used for reporting

ESSENTIAL & REPRESENTATIVE DUTIES – No one position will necessarily include all of these duties nor is any one position limited to any one or more of these duties.

- Provide technical assistance to District and site office staff concerning student data systems and the various functions associated with staff, teachers, and parent groups including student enrollment, generation of SSIDs, and attendance.
- Submit CALPADS data uploads, resolve issues and coordinate with other departments with data collection in preparation for submission of state mandated district reporting for CALPADS Fall I, Fall II, and EOY I-IV, and other State and Federal requirements, ensuring accuracy and integrity.
- Assist in the development of the District attendance calendar.
- Review, edit, audit, and revise student data provided to the District office by school sites and other offices.
- Generate information, statistics, and reports as requested according to established time lines.
- Assist auditors and accountants for data as necessary.
- Communicate with teachers, staff, counselors and support staff regarding school and student information; revise and update data pertaining to students, classes, and schedules.
- Resolve student information system software and data integration issues, contacting the software provider for advanced troubleshooting.
- Organize and prepare application software documentation, procedural documentation, and operation instructions; train staff at school sites on new procedures and data entry onto computer-aided data systems.
- Organize, analyze, enter and control student data for use in reports eligibility determinations for special programs, setting up interdepartmental services, records and transcripts, reimbursement for services, demographic research, and forecasting.
- Organize data for others who are performing assessments, audits, and statistical tests of levels of service, academic outcomes, student demographics, and other information.
- Oversee the Parent Portal of the SIS.
- Manage the Report Card function of Aeries by opening and closing the portal for teacher grade input at each grading period for all school sites.
- Perform other duties as assigned that support the overall objective of the position.

WORKING CONDITIONS

Office environment subject to constant interruptions; employees in this class spend prolonged periods of time at a computer terminal; employees may be exposed to noise, fumes and heat, and/or chemicals from duplication machine, blood borne pathogens exposure; communicable diseases and anti-social/hostile behavior.

PHYSICAL ABILITIES

Dexterity of hands and fingers to operate standard office equipment; sitting or standing for extended periods of time; bending at waist, kneeling or crouching; seeing to read a variety of materials; hearing and speaking to exchange information; reaching overhead, above shoulders and horizontally; ability to lift up to 40lbs, and physical, mental and emotional stamina to endure long hours under sometimes stressful conditions.

PROFESSIONAL EXPECTATIONS:

1. Be responsible and adhere to appropriate technology use, upholding conscientious, sound judgement when using social media.
2. Wear appropriate and safe attire.
3. Maintain consistent, punctual and regular attendance.