

Sacramento County Office of Education Job Description

Classification Title: Student Information Systems Specialist

DEFINITION

Under general direction performs a variety of specialized duties that involve the mandated collection and reporting of SCOE student data and the maintenance of a comprehensive student information system. Performs related duties as required.

DIRECTLY RESPONSIBLE TO

Appropriate department administrator

SUPERVISION OVER

None; however, may provide technical direction to other staff in the program.

DUTIES AND RESPONSIBILITIES

(This position may not include all of the listed duties, nor do all of the listed examples include all tasks which may be found in this classification.)

Maintenance of Student Information Systems

Updates and maintains student data in Powerschool, California Longitudinal Pupil Achievement Data System (CALPADS), and other comprehensive student databases for use in or preparation of a variety of specialized local, federal, and state required reports; collects and balances attendance data; uses data to assist in establishing and preparing lists, master lists/logs, on-line documents, and other necessary and related materials; audits and then enters changes, modifications, and amendments to data in the system; organizes material for efficient reporting and retrieval; performs backup for related databases.

Recordkeeping/Program Support

Assists in establishing and maintaining a variety of file systems; creates documents including forms, procedures, and reports; provides instructors, school districts, probation, and other outside agencies with information regarding student enrollment; notifies teachers regarding student grade status; creates and sends out attendance reports to sites; monitors absence logs, assists other personnel as necessary; operates standard office equipment; attends meetings as requested.

Communications/Client Support and Training

Develops correspondence related to the position including letters, memos, e-mails and faxes; develops, organizes, and maintains training modules for clients; provides staff training related to data reporting procedures; keeps clients updated on reporting laws and regulations; provides technical support and guidance; researches client inquiries and new technology.

MINIMUM QUALIFICATIONS

Education

Sufficient formal and/or informal training to provide the ability to read, write, and perform mathematical calculations at a level consistent with the requirements of the position; advanced coursework in MIS or related field is desirable.

Training and Experience

Any combination of training and/or experience which demonstrates ability to perform the duties as described; a typical qualifying background would include progressively responsible experience in MIS; experience working in an education environment is desirable.

Knowledge of:

Utilization and purposes of student information systems; database structure and database verification methods; current versions of standard software applications; standard clerical procedures and office operations,

English grammar, punctuation, and spelling; technical writing; proofreading methods; basic research techniques; standard types of office filing systems.

Skill and Ability to:

Maintain a complex database and student information system performing the following functions -- access, store, and retrieve data, set up and maintain database files, produce a variety of reports from the database; accurately enter data and proofread; perform complex mathematical calculations; operate standard office equipment; interpret and apply rules, laws, and procedures; accurately prepare, create, edit, and design memos, reports, letters, and other documents; communicate effectively both in oral and written form; organize and prioritize work; read, interpret, and apply rules, laws, and procedures; follow instructions; research and resolve inquiries; research new technology; work independently; establish and maintain cooperative working relationships with clients, teachers, administrators, and the general public.

Revisions approved by the Personnel Commission 10/16/18

Revisions approved by the Personnel Commission 8/11/15

Revisions approved by the Personnel Commission 2/14/12

Former Title: Management Information Systems Specialist – Technology Applications

Revisions approved by the Personnel Commission 8/12/08

Revisions approved by the Personnel Commission on 1/18/05

Former Title: Management Information Systems Specialist – Microcomputer Applications

Approved by the Personnel Commission on 6/17/98