

# **Sacramento County Office of Education Job Description**

## **Classification Title: Student Information Systems Technician**

### **DEFINITION**

Under general direction, maintains, prepares, processes, reconciles and verifies various data, forms, records and reports related to California Longitudinal Pupil Achievement Data System (CALPADS), student information, and attendance systems; performs related duties as assigned.

### **DISTINGUISHING CHARACTERISTICS**

A Student Information Systems Technician is distinguished from a Student Information Specialist by the assignment of duties that are broader in scope and the knowledge and skills needed to maintain, analyze, and reconcile data.

### **DIRECTLY RESPONSIBLE TO**

Appropriate Administrator

### **SUPERVISION OVER**

None; however, may provide direction and training to staff and users.

### **DUTIES AND RESPONSIBILITIES**

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

#### **Data System Maintenance and Reporting**

Maintains and updates data to student information database systems; creates system user profiles, accounts, groups, and establishes security settings; schedules and coordinates data review and analysis with various departments to meet state reporting deadlines; prepares and submits accurate data into the California Longitudinal Pupil Achievement Data System (CALPADS); collects, reviews, analyzes, and validates data for reporting purposes and for required federal and state reporting; prepares, calculates, and reports average daily attendance (ADA) to the California Department of Education; extracts and analyzes data to create custom reports.

researches user inquiries and resolves software and database problems and provides technical support as requested; communicates with agencies which manage online data systems to resolve issues; extracts, uploads, and reconciles data to systems including state educational data reporting system and student information system; provides information to staff and users and prepares and maintains documentation for processes, policies, and procedures related to reporting requirements and system updates; tests application updates and performs annual student information system (SIS) set up and rollover; develops training and training materials and provides end-user application support related to online data systems and databases.

#### **Office Support/Communication**

Develops procedures, forms, and other organization tools to manage projects and monitor timelines; maintains open communication between staff and users to encourage questions and problem solving; manages data in a variety of databases including student information and attendance; organizes data for efficient retrieval and reporting; creates custom reports for staff, programs, and grant support using student information report writers and Microsoft Access; audits user data input; prepares necessary correspondence related to work duties; maintains confidentiality of information and data related to students and staff.

## **MINIMUM QUALIFICATIONS**

### **Education, Training, and Experience**

Any combination of education, training, and experience which demonstrates the ability to perform the duties and responsibilities as described. progressively responsible experience with data management, operating in a web-based environment, and using a variety of software; coursework in computer science, management information systems, or a related field and experience working in a school district environment with student information system and CALPADS desirable.

### **Knowledge of**

Utilization and purposes of management information systems, database structure, data verification data analysis, and data storage methods and concepts; operating systems and standard software applications with advanced skill in database applications and related peripheral equipment; policies, rules and regulations relating to computer systems and peripheral equipment; state and federal laws related to student records and data access; proper records maintenance and storage, standard office operations, and basic research techniques.

### **Skill and Ability to**

Research manuals and guides to resolve issues and respond to questions; prioritize requests, organize, schedule, and coordinate a variety of activities and projects to meet required reporting deadlines; learn and adapt to changes in technology; enter, maintain, and retrieve data to prepare documents and produce a variety of reports; extract, reconcile, and analyze data; analyze system errors; communicate effectively both in oral and written forms; perform mathematical calculations; develop trainings and training materials; read, interpret, and apply policies and procedures; follow instructions; work independently; establish and maintain cooperative working relationships with those contacted during the course of work.

### **Other Characteristics**

Possession of a valid California driver's license; ability and willingness to travel on work assignments.

Adopted by Personnel Commission 12/17/2019