INFORMATION SYSTEMS COORDINATOR

Purpose Statement:

Under the direction of the Executive Director of Technology Services, the Information Systems Coordinator is to provide varied and complex data analysis for the planning, development, training, testing, operations and maintenance of the California Longitudinal Pupil Achievement Data System (CALPADS), Student Information Systems (SIS), local data analytics, Federal and State reports; analyzes, evaluates and recommends data processes to various levels of organizational staff; supports staff in information systems operational activities; and performs other related duties as assigned.

Essential Functions

- Establishes and implements District-wide uniform data collection processes based on database capabilities and current and future reporting requirements of Federal, State, and local agencies; maintains knowledge of Federal, State, and District reporting requirements, including data requirements, and reporting deadlines.
- Performs queries to search data and network communications in response to public records requests and negotiations.
- Analyzes and defines data requirements and specifications to automate school processes and reporting requirements of the information systems using Business Intelligence (BI) tools.
- Performs regular, ongoing transfers of data, including the importing and exporting of data; reconciles data between CALPADS and Student Information Systems.
- Assists in planning, developing, and implementing corrective action to support data integrity of the information systems; Assists with overseeing data integrity within the information systems, which includes data security, reporting and project management.
- Plans, coordinates, evaluates, and implements information systems data requests, including data correction requests, and coordinates those requests with multiple districts, schools, and administrators.
- Develops and implements information systems automation activities that support school-wide policies directly related to attendance, health and registration processes.
- Identifies training needs; develops training materials; and facilitates training courses of the information systems, and associated applications.
- Works collaboratively with leadership to support and maintain the SIS, CALPADS and other related systems to ensure compliance with Federal, State, and local requirements.

Other Functions

- Performs other related duties as needed and assigned.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to design and format reports extracted from database systems; troubleshooting and diagnostic techniques for identifying and resolving database and reporting errors; Standard Query Language (SQL); basic principles of training; software applications.

KNOWLEDGE is required to maintain complex database and reporting systems, industry standards and procedures of SIS database application and maintenance, student attendance, grading, registration, and class scheduling standards, practices, and procedures.

ABILITY to communicate and work effectively with others, including students, a variety of staff, managers, and administrators; understand written and oral instructions; organize and plan an effective work schedule with users; install and maintain complex database systems and applications.

Responsibility

The Information Systems Coordinator in a senior role within the Information Systems job series; and provides varied and complex customer/technical support to various levels of organizational staff in relation to the CALPADS/SIS data analytics, which requires the incumbent to possess a broad knowledge of IT principles, concepts and methods; and a high degree of analytical ability and problem-solving skills.

Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling, some climbing and balancing, some stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally, the job requires 80% sitting, 10% walking, and 10% standing. The job is performed in a generally hazard free environment.

Experience

Four (4) years working in an information systems/technological environment providing systems support. Experience working in a public school (K-12) environment strongly preferred. Experience working in CalPADS or other similar Student Information System required.

Education

Bachelor's degree or combination of education and/or experience equivalent to four (4) years working in an information systems/technological environment providing systems support and a high school diploma and college-level coursework in computer programming, information systems, or other related fields.

Required Testing	**Certificates & Licenses**
Pre-Employment Drug Screening Pre-Placement Physical Exam Pre-Employment Proficiency Test	Valid State Driver's License & Evidence of Insurability
Continuing Ed./Training	**Clearances**
Continuing education in CompTIA Data+ and Data X will be required.	Criminal Justice/Fingerprint Clearance Tuberculosis Clearance

FLSAS status	**Approval Date**	**Salary Grade**
Non-Exempt		Confidential 40