long
beach
unified
school
district

STUDENT DATA SYSTEMS COORDINATOR

JOB SUMMARY

Under general direction, plan, coordinate, manage and maintain the District's student information systems; assure student information systems meet mandated data confidentiality, audit and archiving requirements; provide technical assistance and training to end users; train and supervise the performance of assigned staff; perform related duties as assigned.

EXAMPLES OF DUTIES

The classification specification does not describe all duties performed by all incumbents within the class. This summary provides examples of typical tasks performed in this classification.

- Plan, coordinate, manage and maintain the District's student information systems; assure student information systems meet mandated data confidentiality, audit and archiving requirements. *E*
- Coordinate and provide technical support and training to school sites and District staff in the use of student data systems, data entry of various student records and report generation methods. *E*
- Develop queries and reporting formats for a variety of periodic and special reports such as attendance, schedules, grades, and student demographic data; assure integrity of student data and reports. *E*
- Train and supervise the performance of assigned staff; assign, schedule and review the work of staff; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions. *E*
- Troubleshoot operational, peripheral and software issues; determine cause of error or stoppage; identify solutions and apply corrective techniques; refer issues to the vendor as necessary. *E*
- Perform system upgrades and patch installations; create and update system security files; create and update user names and password access; upload student picture files; restore lost or damaged data; perform annual system rollovers. *E*
- Serve as a liaison between the District and third-party vendors; recommend system modifications to meet user needs; communicate with District staff, vendors, and other outside organizations to coordinate activities, resolve issues and exchange information. *E*
- Receive and process requests for student information from District staff and outside agencies; determine scope and appropriateness of requests; create queries to generate requested reports. *E*

- Conduct training for District staff in the operation of student data systems and related peripherals; coordinate and conduct regular meetings of site users to share ideas and disseminate system information; drive a vehicle to conduct work. *E*
- Coordinate the integration and sharing of student information between schools and departments; assist in the design and delivery of technical training programs, classes and online help resources utilizing a variety of media; update and maintain the District's intranet help screens for student data systems. *E*
- Provide technical expertise and information to administration regarding assigned functions; advise administration of unusual trends or problems and recommend appropriate corrective action and best practices. *E*
- Research and evaluate new technologies, software and hardware products; consult with vendors regarding functions and features; provide recommendations to management regarding new purchases and vendor contracts. *E*
- Operate a variety of office equipment including a computer and assigned software; oversee and maintain a variety of records and files related to assigned activities. *E*
- Attend and participate in a variety of meetings, conferences and trainings to maintain current knowledge of technological advances in the field. *E*

Note: At the end of some of the duty statements there is an italicized "E" which identifies essential duties required of the classification. This is strictly for use in compliance with the Americans with Disabilities Act.

DISTINGUISHING CHARACTERISTICS

The Student Data Systems Coordinator plans, coordinates, manages and maintains the District's student information systems and assures assure student information systems meet mandated data confidentiality, audit and archiving requirements. An incumbent trains and supervises assigned staff and provides technical assistance and training to District staff in the use of student information systems and related peripherals.

EMPLOYMENT STANDARDS

Knowledge of:

Student information system design and data management including applications, servers, databases and networks.
General software operations and computer database management.
Project management techniques and methodologies including planning, scheduling, measurement and reporting.
Enrollment and attendance rules and procedures.
Master schedule building and implementation processes.
District organization, operations, policies and objectives.
Principles and practices of supervision and training.
Project management techniques.

Oral and written communication skills.
Technical aspects of field of specialty.
District organization, operations, policies and objectives.
Applicable laws, codes, rules and regulations.

Ability to:

Plan, coordinate, manage and maintain the District's student information systems.
Coordinate and provide technical support and training to school sites and District staff in the use of student data systems.
Perform system upgrades and patch installations on assigned student information systems.
Train and evaluate the performance of assigned personnel.
Analyze, interpret and report research findings.
Conduct training for District staff in the operation of student data systems and related peripherals.
Maintain current knowledge of technological advances in the field.
Interpret, apply and explain rules, regulations, policies and procedures.
Analyze situations accurately and adopt an effective course of action.
Work independently with little direction.
Adapt to changing priorities and work assignments.
Work on multiple projects simultaneously.
Work within a team environment.
Prepare comprehensive reports and work specifications.
Direct the establishment and maintenance of records and files.
Plan and organize work.
Operate a computer and assigned software.
Drive a District or personal vehicle to conduct work.
Maintain confidentiality of sensitive and privileged information.
Establish and maintain cooperative and effective working relationships with others.
Communicate effectively both orally and in writing.

Education and Training:

Bachelor's degree in business management, education management, information technology management, computer science or a closely related field.

Experience:

Four years of professional experience designing, implementing and maintaining student information systems. Experience in a supervisory position with a unified school district is preferred.
Additional specialized experience in student information systems management may substitute on a year for year basis for up to two years of the required education.

Any other combination of training and experience that could likely provide the desired skills, knowledge or abilities may be considered.

SPECIAL REQUIREMENTS

Positions in this class require the use of a personal automobile and possession of a valid California Class C driver's license.

WORKING ENVIRONMENT

Office environment.
Extended viewing of a computer monitor.
Driving a vehicle to conduct work.
Occasional evening or variable hours.

PHYSICAL DEMANDS

Dexterity of hands and fingers to operate a computer keyboard.
Seeing to read a variety of materials.
Hearing and speaking to exchange information and make presentations.
Sitting for extended periods of time.

AMERICANS WITH DISABILITIES ACT

Persons with certain disabilities may be capable of performing the essential duties of this class with or without reasonable accommodation, depending on the nature of the disability.

APPOINTMENT

In accordance with Education Code Section 45301, an employee appointed to this class must serve a probationary period of one year during which time an employee must demonstrate at least an overall satisfactory performance. Failure to do so shall result in the employee's termination.

DATE: 10/28/10