

STUDENT INFORMATION SPECIALIST

CL/CONF:3

DEFINITION

Under the direction of the Assistant Superintendent and the Director of Curriculum, Instruction and Projects, performs a wide variety of highly responsible and confidential work connected with assessments, student demographics, attendance, textbook selection, and other areas related to student information. This position acts as the district contact for the district's computerized student information system and for CALPADS reporting. This is a confidential position meaning any employee who is required to develop or present management positions with respect to employer-employee relations or whose duties normally require access to confidential information that is used to contribute significantly to the development of management positions.

DUTIES

Provides secretarial/clerical assistance to the Assistant Superintendent and the Director of Curriculum, Instruction and Projects; Coordinates, monitors and supervises pupil attendance accounting, including preparation of all state attendance reports; Receives, assists and contacts appropriate personnel regarding questions/solutions concerning district operated student information and assessment programs; Maintains student information for special program placement, language classifications, assessment data and other relevant information on students; Maintains inventory of all standardized testing materials; Prepares necessary forms and standardized testing materials for mailing; Provides clerical assistance during textbook selection process; Works cooperatively with school staff and administrators; Prepares and submits purchase orders for appropriate supplies and materials as directed; Designs forms for use in special programs department, and coordinates their translation, if necessary; Provides a wide range of reports manipulated from information contained in the computerized information system to teachers and administrators as directed; Collaborates with the Director of Curriculum, Instruction and Projects in providing language assessment data to parents and school site personnel; Types necessary state and federal applications and reports under the direction of an administrator; Arranges committee and other meetings for special programs; Provides information to school site personnel on assessment, attendance, and other student information areas; Coordinates, organizes, and audits student and staff information for submittal to CALPADS; Resolves errors involving CALPADS and other student information systems; Monitors all demographics in the student information system at all schools in the district to assure information is updated and uniform; Coordinates the dissemination and collection of a variety of information related to student information in the district; Completes downloads and uploads of all student information to extract and import data as necessary; Inputs all summer school data and acts as summer school attendance clerk for grades 7-12; Provides user names and passwords to selected personnel for access to information in the student data system; Translates a variety of forms in the district; Assumes responsibilities of other administrative office personnel in their absence; Performs other duties reasonably related to the job class.

MINIMUM QUALIFICATIONS

KNOWLEDGE: Modern office practices, procedures, and equipment, including operational use of computer word processing, data base, and spreadsheet programs; Good written and oral communications; English usage, spelling, grammar, and punctuation; Receptionist and telephone etiquette; Thorough knowledge or ability to learn student information system and program requirements and procedures.

ABILITY: Type accurately at a moderate rate of speed; Ability to exercise tact, diplomacy, and independent judgment; Ability to communicate and work effectively and courteously with professional staff members, parents, and the public; Ability to use good judgment in planning and organizing the workload.

EXPERIENCE: The skills, knowledge, and abilities listed above would typically be acquired through four years (48 months within the last ten years) of full-time equivalent, paid, increasingly responsible clerical experience.

EDUCATION: High school diploma or equivalent.

OTHER: California driver's license.

NORMAL TERMS OF SERVICE

Eight hours per day, twelve months per year.

IMMEDIATE SUPERVISOR

Administrative Assistant

REPORTING SUPERVISOR

Administrative Assistant

REVIEWING OFFICER

Superintendent

Approved: 11/12/09

Revised: 9/15/14