

PERRIS UNION HIGH SCHOOL DISTRICT

Board Approved: November 14, 2007

Revised: May 17, 2017

Salary Schedule: 261; Row: 3

The Governing Board desires to provide a positive work environment where employees and job applicants are assured of equal access and opportunities and are free from harassment in accordance with law. The Board prohibits district employees from discriminating against or harassing any other district employee or job applicant on the basis of the person's actual or perceived race, religious creed, color, national origin, ancestry, age, marital status, pregnancy, physical or mental disability, medical condition, genetic information, veteran status, gender, gender identity, gender expression, sex, or sexual orientation. BP 4030 The Governing Board prohibits sexual harassment of district employees and job applicants. The Board also prohibits retaliatory behavior or action against district employees or other persons who complain, testify or otherwise participate in the complaint process established pursuant to this policy and administrative regulation. BP 4119.11, 4219.11, 4319.11

JOB TITLE: STUDENT INFORMATION SYSTEMS COORDINATOR

JOB PURPOSE STATEMENT: Under the direction of the Assistant Superintendent, Educational Services, the Student Information Systems Coordinator is responsible for the data integrity of the District's student information system; coordinates data input and any required reporting as required by the district or state; and works closely with the Technology Department for system support and security and with Fiscal Services to ensure compliance with state attendance laws.

JOB FUNCTIONS:

- Coordinates and oversees all administrative functions for student information system.
- Supervises the use of demographic and test results fields in SIS (Student Information System) to maintain high level of data input/output efficiency, accessibility, and accuracy.
- Maintains focus on equity and cultural proficiency in all programs and activities.
- Conducts research projects related to equity, data collection, and other assigned data-gathering tasks.
- Directs district and site staff regarding the use of the SIS (Student Information System) system
- Maintains absence codes, truancy codes and other district mandated tables or codes so that information is uniformly reported
- coordinates and oversees the CALPADS/CBEDS data collection and submission process
- Assesses district-wide academic and demographic data needs
- Works with district staff and administrators to organize, compile, summarize, and prepare student attendance, enrollment and achievement data and reports.

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JOB FUNCTIONS - continued:

- Establishes and coordinates district-wide uniform data collection processes based on database capabilities, and current and future reporting needs/requirements of local, state, and federal programs including Special Education, accountability requirements, and categorical program reporting requirements
- Establishes, implements, and documents district-wide uniform database data entry parameters/guidelines based on pre-designed database structure (Student Information System)
- Develops and maintains statistical data collection, storage, and reporting processes/systems using existing systems and/or develops other automated systems (relational databases) to store data and compile statistics over time for all district assessments
- Performs correlation studies using disaggregated student demographic and academic achievement data for a wide variety of narrative, graphic, and statistical reports, grant applications, performance reports, manuals, and procedures
- Manages districts data transformation and import/export between student information systems and State and Federal systems.
- Serves as a liaison between the districts, the county, and the State on matters related to student information.
- Interprets government regulation, policies and procedures as they relate to data reporting requirements and develops data collection and reporting procedures to achieve compliance
- Assesses and conducts presentations and training sessions regarding all aspects of student and district data to a variety of audiences; organizes user meetings.
- Attend a variety of staff, management, and committee meetings.
- Works with the Technology Department and other departments as necessary to incorporate automation and integration into various software programs
- Knows Compulsory Education Laws and Attendance Accounting requirements
- Knows and performs complex statistical and arithmetic calculations; reads a variety of manuals, writes documents following prescribed formats and/or presents information before groups; and understands complex multiple step instructions
- Knows industry standard database programs as it relates to Student Information Systems

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JOB FUNCTIONS - continued:

- Uses correct English grammar, spelling, vocabulary and accounting terminology
- Communicates effectively, both orally and in writing
- Analyzes situations accurately and adopts an effective course of action
- Meets schedules and time lines put in place by the state, county office or the district
- Plans and organizes work for self and others
- Performs multiple technical tasks with frequent need to upgrade skills due to changing job conditions and requirements
- Establishes and maintains effective working relationships with staff, students, parents, and community members
- Performs other duties as assigned that support the overall objective of the position.

PHYSICAL ABILITIES:

- Visual ability to read handwritten or typed documents, and the display screen of various office equipment and machines
- Able to communicate and obtain information in English
- Able to sit (for sustained period of time), stand, stoop, kneel, bend, lift up to (25 pounds), carry up to (25 pounds), and walk
- Able to climb slopes, stairs, steps, ramps and ladders
- Able to operate office machines and equipment in a safe and effective manner

JOB QUALIFICATIONS:

Education:

- Completion of at least two years (48 semester/72 quarter hours of course work) of approved college level courses in a related area
- Additional years of qualifying experience may be substituted for the required education

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JOB QUALIFICATIONS - continued:

Experience:

- Minimum of three (3) years of varied, responsible and successful experience in data base management, or student information systems
- One (1) year in a supervisory capacity highly desirable
- Experience in Structured Query Language server is highly desirable

Licenses, Certifications, Bonding, and/or Testing:

- Valid Drivers License
- TB Clearance
- Drug/Alcohol Clearance
- Criminal Justice Fingerprint Clearance

EMPLOYMENT STATUS:

- Classified Management Position