

DATA SYSTEMS SPECIALIST

JOB SUMMARY:

Under the direction of the Director of Technology Services, perform extensive district-wide database information processing and administration related to registration, enrollment, grades, scheduling, attendance, student assessment, school, district and state reporting, etc. Provide support and system related direction for site Student Attendance Clerks.

DUTIES AND RESPONSIBILITIES:

In conjunction with Director, site leaders and staff, the Data Systems Specialist will:

- Ensure data integrity by following district and state data-dictionary standards and performing routine data verification activities.
- Export data from electronic systems such as student system, state systems, other school districts, authorized agencies, calling systems, assessment systems, etc. Verify the accuracy of each export.
- Work with site leaders and Student Attendance Clerks to prepare district-wide master and class schedules and enroll students accordingly to maximize class size, teacher credentials and student needs.
- Perform attendance-related audits that accurately capture, report, improve and document all processes.
- Participate in district and state audits as required.
- Submit state electronic related data including attendance reports, CSIS Identifiers, CSIS Fall and Spring submissions, STAR Pre-ID, CELDT, etc.
- Develop simple to complex reports to present information to all levels of users.
- Provide customer support to school sites, parents, district staff and outside agencies.
- Help Student Attendance Clerks balance attendance reports and research and resolve errors.
- Coordinate group and one-on-one training, develop help guides, post information on a web page and utilize other forms of staff development.
- Coordinate setup and completion of District registration procedures, including data entry of new student information.
- Approve and direct unusual Student Information System requests.
- Assist with report card and progress report generation.
- Provide support for site staff responsible for CUM files.
- Provide support for site staff responsible for Special Program information.
- Visit school sites as needed to facilitate communication and proper procedures.
- Utilize technology systems (e.g., voice mail, email, Internet, office productivity software, student system, absence system, purchasing system, etc.) to maximize efficiency and enable access to information.
- Other related duties as assigned.

KNOWLEDGE OF:

- Principles of electronic data entry and data record handling
- Modern technology, including computer proficiency, daily use of common productivity applications.
- Sophisticated data processing systems including student information systems, assessment systems, substitute calling systems, etc.
- Telephone etiquette
- Correct English usage, spelling grammar and punctuation.

ABILITY TO:

- Extensively use student and related systems such as student information systems (PowerSchool), student and substitute calling systems, student assessment systems (Competency Systems, Data Director), etc.
- Proficiently use spreadsheet and database software to include exports, text data, filtering, sorting, matching and reporting.
- Become proficient with complex object reports created from a student system or other system.
- Create and maintain databases that are accurate and timely.
- Organize and manage large filing systems containing confidential documents, etc.
- Clearly present ideas and assist users in a positive and supportive manner.
- Service parent and other customer care needs professionally, efficiently and completely.
- Work with a high level of speed and accuracy.
- Problem-solve and research complex problems, where multiple sources are referenced for resolution.
- Use a variety of data systems and formats to retrieve, sort, query, and produce accurate and intelligible complex reports.

TRAINING AND EXPERIENCE:

- Any combination equivalent to completion of a two-year technology-related major and two years of responsible record-keeping experience in a technology environment.
- Experience in K-12 school environments highly desired.

SALARY:

\$21.00 - \$26.50 per hour