Sulphur Springs Union School District
Serving Grades - K – 6
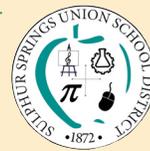
27000 Weyerhaeuser Way, Santa Clarita, CA 91351   661-252-5131   www.sssd.k12.ca.us

Canyon Springs Community School	*Fair Oaks Ranch Community School*	*Golden Oak Community School*
Leona Cox Community School	*Mint Canyon Community School*	*Mitchell Community School*
Pinetree Community School	*Sulphur Springs Community School*	*Valley View Community School*

STUDENT INFORMATION DATA SPECIALIST

DEFINITION
Under the direction of the Assistant Superintendent of Personnel/Pupil Services, assists in the implementation, operation, maintenance and training related to the district's student related information technology systems. Responsible for the data management of accurate information related to the district's information systems and other software including but not limited to SIS, CALPADS, CELDT/ELPAC, TOMS, and other district purchased data systems. Maintains confidentiality regarding all matters of the department and the district information systems; and supports district departments and sites to develop reports, input data, and provide assistance in managing information; performs other related duties as assigned and/or required.

EXAMPLES OF DUTIES
Essential Functions:
The tasks listed in this section are representative of duties assigned to positions. This list is not intended to be an all-inclusive list of all tasks assigned to this position.

Coordinates, manages, maintains, and supports the functions and data development for the Student Information Systems (SIS) and completes all reporting requirements.

Provides support and training to school sites and end users with the Student Information System (SIS) and other related software.

Monitors information system statistics, collecting performance related details and installing upgrades or enhancements to existing systems as needed.

Demonstrates a thorough knowledge of data entry, procedures, and equipment including data base programs, word-processing, Mac and PC applications.

Ensures data integrity by following district and state standards and performs routine data verification activities.

Supports the collection of electronic related data to complete necessary reports including but not limited to CELDT/ELPAC, Physical Fitness Testing (PFT), CBEDS, SCVFSA, CAASPP, Instructional data tools, and all CALPAD reporting data related to MAA reporting. Advise key personnel on reporting changes to state documents.

Performs desktop publishing using a combination of word processing, graphic arts and design skills, and various computer programs to compile materials, reports, and training materials.
Attends job related trainings.

Develops and maintains a working knowledge of existing and new computer applications as related to student information.

Monitors attendance data and prepares periodic reports.

District Fax #'s

Business Services 661-252-8814	*Instructional Services 661-252-6847*	*Special Education Services 661-252-6229*
Personnel Services 661-252-3589	*Superintendent 661-252-6849*	*Technology Dept. 661-252-6848*

Collaborates with other district departments (Personnel, Business, Pupil Services, and school sites) to complete related state reports and information.

Prepare and examine data related to District-wide student assessment, create and analyze necessary data to provide for accurate state reporting.

Performs related work as required.

QUALIFICATIONS
Knowledge of:
Advanced computer terminal and microcomputer operating techniques related to student and staff data software, databases, text processing, reporting and presentations.

Systems management utilizing Macintosh and Windows-based microcomputer technologies.

Macintosh and Windows-based applications software, including database management, word processing, and spreadsheets.

District provided digital content (i.e. Illuminate, Moby Max, Renaissance, Think Central)

Basic maintenance of Student Information Systems and related software.

English composition, usage, syntax, spelling, grammar, and punctuation.

Modern office equipment and procedures.

Ability to:
Devise and adopt work procedures and record keeping systems to meet changing organizational needs and priorities.

Communicate effectively, understand and carry out oral and written instructions.

Establish and maintain effective relationships with those contacted in the course of work.

Prioritize support requests to minimize user downtime.

Train other employees in the use and operation of computer software programs.

EDUCATION AND EXPERIENCE
A minimum of two (2) years of experience in a modern Information and Data Systems environment including experience working as a support person for other departments, experience performing operational and appropriate college credit in computer related studies or approved computer operation training. Database training or certifications desired. Must have at least a high school diploma. Associate's Degree desirable.

PHYSICAL ABILITIES AND WORKING CONDITIONS OF EMPLOYMENT
The Physical Abilities and Other Conditions of Employment and the Associated Tasks listed in this section are representative of the essential functions of this job, but are not intended to provide an exhaustive list of Physical Abilities and Other Conditions of Employment and Associated Tasks, which may be required of positions in this class. Sulphur Springs Union School District encourages persons with disabilities who are interested in employment in this class and need reasonable accommodation of those disabilities to contact the Personnel Department for further information.

PHYSICAL DEMANDS ASSOCIATED TASKS

Vision: (which may be corrected)
Read small print

View a computer screen for prolonged periods

To Perform Tasks Such As To:
Maintain records and compose correspondence
Read and prepare correspondence and reports

Hearing: (which may be corrected)
Understand speech over a telephone
Understand speech

To Perform Tasks Such As To:
Answer telephone
Hear staff requests for assistance

Speech:
Speak with a level of proficiency and volume to be understood over a telephone and face-to-face.

To Perform Tasks Such As To:
Answer telephone and discus processes and procedures
Communicate with staff and public

Upper Body Mobility:
Use hands and fingers to feel, grasp and manipulate small objects, manipulate fingers, twist and bend hands at wrist and elbow
Extend arms to reach outward and upward
Use hands and arms to lift objects
Turn, raise, and lower head

To Perform Tasks Such As To:
Perform keyboard data entry; record information
Maintain written and computer records
Maintain and operate equipment
Look from computer screen to desktop
Reach for materials
File and retrieve records

Lower Body Mobility:
Sit for prolonged periods of time

To Perform Tasks Such As To:
Perform data entry
Compose correspondence, reports, training materials

Strength:
To lift, push, pull and/or carry objects, which weigh as much as 5 pounds on a frequent basis.

To Perform Tasks Such As To:
Lift, carry, push, pull or otherwise move objects like books and reports

Environmental Requirements:
Work interruptions
Work independently
Work cooperatively with others
Work inside

To Perform Tasks Such As To:
Respond to telephone calls and answer questions from staff, public
Plan and schedule work to meet deadlines
Perform all duties with limited supervision
Perform all duties in an office setting

Mental Requirements:
Read, write, understand, interpret,
Complex information
Math skills at a high school level
Judgment

Listen
Demonstrate and give verbal/written instructions
Write/compose at an intermediate college level

To Perform Tasks Such As To:
Compile data and prepare and share reports
Keep records
Work with staff to understand data
Maintain confidentiality of privileged information
Understand questions from staff, public
Instruct staff on procedures, software programs and materials
Compile and complete necessary reports, training materials

Comparing	Review reports or accuracy; screen documents
Compiling	Gather data and prepare reports
Rank information in order of importance	Accomplish duties in a timely and organized manner

The Sulphur Springs School District is an equal opportunity employer and does not discriminate on the basis of age, ethnicity, race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, marital status, sex, or sexual orientation.

Adopted by the Board: 2/07/2017
Revised: 1/18/17