

EAST SIDE UNION HIGH SCHOOL DISTRICT

JOB TITLE: Data Assurance and Accountability Specialist

DESCRIPTION OF BASIC FUNCTIONS AND RESPONSIBILITIES:

Performs a variety of data auditing/reconciliation to ensure compliance with State CALPADS requirements as well as to ensure student information system integrity. Ensures data is accurate and complete to meet specified State certification deadlines, mandated reporting, graduation status, transcript integrity, as well as student information system accuracy. Regularly communicates with school site, and district office staff to ensure timely data cleanup and data entry updates.

SUPERVISOR: Director of Data and Accountability

TYPICAL DUTIES:

Verify data to ensure accuracy.

Meet State required deadlines for data submission.

Research discrepancies and corrects data.

Provide reports to supervisor for distribution and approval by appropriate district personnel.

Reconcile data between student information system and CALPADS system.

Correct data discrepancies in student information system to comply with State mandates.

Maintain certified State reports.

Work independently.

Comprehend State requirements regarding School District data.

Communicate effectively with all levels of District personnel.

Contact school site and district personnel concerning discrepancies related to data and provide assistance as needed.

Perform other related duties as assigned.

EMPLOYMENT STANDARDS:

Knowledge of student information systems

Knowledge of spreadsheets and database programs

Knowledge of computer systems, their applications, capabilities, and limitations

Knowledge of basic statistics principles and procedures

Knowledge of school and school district procedures and operations

Knowledge of the principles and techniques of data analysis for ensuring data integrity

Knowledge of high school structures, graduation requirements, UC/CSU A-G requirements, English language learner classifications, special education classifications

Ability to think in a logical, sequential manner

Ability to troubleshoot and solve data discrepancy errors

Ability to quickly identify problem areas or situations, evaluate problem causes, and take appropriate action to resolve problems identified

Ability to communicate effectively in both oral and written forms

Ability to adhere to direction

Ability to establish and maintain effective work relationships with those contacted in the performance of required duties

MINIMUM QUALIFICATIONS:

Bachelors' degree in Information Technology or related field

and/or two years related work experience including data analysis and extensive use of spreadsheets and databases.

Board Approved: 10/16/2014