

EAST SIDE UNION HIGH SCHOOL DISTRICT

JOB TITLE: Data Dissemination, Support and Training Specialist

DESCRIPTION OF BASIC FUNCTIONS AND RESPONSIBILITIES:

Ensures the integrity of CALPADS and related data and mentors Data Assurance and Accountability Specialist. Responsible for expanding use and training in the use of Student Information Management System including parent portal, scheduling, new features and any additional modules, for teachers, administrators, families.

SUPERVISOR: Director of Technology

TYPICAL DUTIES:

Ensure that processes for disseminating data are correct and completed in a timely, complete and correct fashion.

Assist and train Data Assurance and Accountability Specialist in all facets of CALPADS submission, creation, and correction as needed.

Creates training modules and performs training for staff to expand use and understanding of Student Information Management System.

Work independently.

Assist Help Desk in resolving 'crossover' issues involving data processing applications.

Assist Help Desk in developing 'on boarding' process for new personnel and refreshers for existing employees.

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:

A Bachelor's Degree in Information Technology or related field and/or three years of related work experience.

Demonstrated experience with large data sets and with complex reporting guidelines.

Board Approved: 10/16/2014