

**RIVER DELTA UNIFIED SCHOOL DISTRICT  
SUPERVISOR OF STAFF AND STUDENT INFORMATION SYSTEMS**

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

**DEFINITION**

Under the direction of the Superintendent, this position is responsible for the accurate collection and reporting of all staff and student information and data. This position provides support for school site level data management and maintains the District Student Information System (SIS), CALPADS reporting and all data interfaces with the SIS; duties also include, student attendance reporting, coordinating District reporting of student achievement data, measurement of District progress, achievement and to provide highly responsible and complex administrative support to the Superintendent and/or designee.

**SUPERVISION RECEIVED AND EXERCISED**

Position receives general direction from the Superintendent or Designee.

**ESSENTIAL AND MARGINAL FUNCTION STATEMENTS** -- *Essential and other important responsibilities and duties may include, but are not limited to, the following:*

**Essential Functions:**

1. Provide in dept knowledge and expertise in all aspect of the Districts Student Information system (SIS) application and database.
2. Manages and supports the day-to-day operation of the operation of the SIS application and database.
3. Establishes and enforces data entry standards.
4. Aligns student data collection with California Department of Education (CDE) and CALPADS standards and requirements.
5. Identifies, analyzes and resolves problems with SIS; interacts effectively with users to solve problems and advises on best practices on using the software system.
6. Provides required information extracts to agencies an organizations; coordinates and interfaces with Sacramento County Office of Education.
7. Interprets state and federal mandates regarding area.
8. Manages the California Longitudinal Pupil Achievement Data System (CALPADS) and California Longitudinal Teacher Education Data System (CALTIDES) including interface of Human Resources and student test core data with existing SIS.
9. Communicates mandates to appropriate department/school personnel.
10. Translates data for import/export between SIS and secondary data systems.
11. Designs and lays out reports to meet the needs of users, agencies and organizations.
12. Monitors database for data accuracy and integrity.
13. Instructs or assists school personnel in student attendance record keeping and reporting.
14. Organizes, compiles, and summarizes student attendance, enrollment and achievement data and prepares requires reports.
15. Works with site and district leaders to organize and present student data to inform decisions related to curriculum, instruction and assessment.
16. Organizes, compiles, processes and maintains student inter-district and intra-district transfer data.

17. Maintains knowledge of current state and governmental agency reporting requirements.
18. Provides user training and may travel to school sites in support of related duties.
19. May act as liaison between vendors and district with regard to district need.
20. May represent the district to state and local governmental agencies relative to CALPADS and best practices.
21. Maintains confidentiality of sensitive employee and student information.
22. Performs other duties as assigned.

## **QUALIFICATIONS**

### **Knowledge of:**

Principles, practices, and practical applications of database management  
Knowledge of state reporting mandates and timelines.  
Knowledge of Aries Student Information System  
And skill in user training and support techniques  
And skill in techniques for explaining technical concepts to non-technical users.

### **Ability to:**

Work independently with little direction.  
Organize, prioritize and schedule work.  
Develop data management processes and procedures.  
Define and communicate project requirements.  
Convey information in non-technical terms  
Document and archive data.  
Read and utilize technical information in print or electronic form.  
Create script and or queries and batch files to automate data management processes  
Transform data using scripts and advanced query processes to convert and merge data from one data system to another.  
Communicate and interact effectively to provide user support to all levels of end users and administrative staff.  
Troubleshoot and analyze situations accurately and adopt an effective course of action.  
Communicate with users effectively to resolve problems with applications.  
Use initiative and independent judgement within established guidelines and procedures.  
Establish and maintain cooperative working relationships with those contacted in the course of work.  
Exhibit proper email etiquette.  
Explain technical concepts to non-technical issues.

## **EXPERIENCE AND TRAINING GUIDELINES**

*Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

### **Experience:**

Minimum two years student database experience, AERIES preferred.

### **Training:**

High school diploma

AA degree preferred

### **WORKING CONDITIONS:**

Office environment (working on a computer); travel

### **PERSONAL SKILLS AND QUALITIES:**

High standards of ethics, integrity and personal conduct

Outstanding interpersonal skills

Superior oral and written communications

Skilled in problem solving and first-class conceptual skills

Capacity to listen and learn

Possess a sense of humor, tact patience, courtesy and enthusiasm

Possess a California Driver License

### **PHYSICAL CONDITIONS:**

Essential and marginal functions may require maintaining physical condition necessary for work in different office environments

Traveling to and from sites

Sustained posture in a seated and in standing position

Hearing and speaking to exchange information and make presentations

Seeing to read a variety of financial and statistical records and reports

Dexterity to operate a computer keyboard

### **JOB PROFILE:**

Classified Management & Confidential Employee Salary Schedule – Range 11

12 Month