

	<b>Coordinator of Student Information System and Enrollment</b>	<p style="text-align: center;"><b>Classified Position</b></p> <p>Initial Date: May 27, 2014  Board Approval: May 3, 2016  Revision Date: May 1, 2018  Personnel Commission:  Schedule: Classified Supervisory</p> <p><b>Reports to Director of Technology</b></p>
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**DESCRIPTION OF BASIC FUNCTIONS AND RESPONSIBILITIES:**

Under the direction of the Director of Technology, this position is responsible for the accurate data collection and reporting of all student data. This position provides support for school site level data entry and maintains the District Student Information System (SIS), CALPADS reporting and all data interfaces with the SIS; duties also include student attendance reporting and coordinating District reporting of student achievement data and measurement of District progress and achievement. Responsible for the enrollment process and procedures for the district and provide specialized technical work involving data and analysis and program evaluation.

**RESPRESENTATIVE DUTIES:**

- Responsible for enrollment procedures, communications with the public and school staff regarding enrollment procedures and timelines
- Implementation of enrollment policies and procedures, including, but not limited to, coordinates the choice placement and inter-district transfer process
- Work with District staff to meet federal and state mandates regarding school choice and the transfer process
- Provides in-depth knowledge and expertise in all aspects of the District's Student Information System (SIS) application and database
- Manages and supports the day-to-day operation of the application and database
- Identifies, analyzes and resolves problems with SIS
- Interacts effectively with users to solve problems and advises on best practices for using the software system
- Provides required information extracts to governmental and other outside agencies, and coordinates and interfaces with Santa Clara County Office of Education
- Establishes and enforces data entry standards.
- Aligns student data collection with California Department of Education (CDE) and CALPADS standards and requirements
- Working with appropriate departments, interprets state and federal mandates regarding data
- 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 score data with existing SIS
- Communicates mandates to appropriate department/school personnel
- Translates data for import/export between SIS and secondary data systems
- Designs and lays out reports to meet the needs of users and governmental agencies
- Monitors database for data accuracy and integrity
- Instructs and assists school personnel in student attendance record keeping and reporting.
- Works with department staff to organize, compile, and summarize student attendance and enrollment data and prepares required reports
- Organizes, compiles, processes and maintains student inter-district and intra-district transfer data
- Maintains knowledge of current state and governmental agency reporting requirements
- Regularly schedules and provides user training and may travel to school sites in support of related duties and training

- May act as liaison between vendors and district with regard to system needs
- May represent the District to state and local governmental agencies relative to CALPADS and best practices
- May supervise and evaluate classified staff
- Performs other duties as assigned

**KNOWLEDGE AND ABILITIES:**

- Knowledge of principles, practices, and practical applications of database management
- Knowledge of state reporting mandates and timelines
- Knowledge of Student Information System
- Knowledge and skilled in user training and support techniques
- Knowledge of interpersonal skills, superior oral and written communication
- Ability to explain 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 scripts 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 to effectively resolve problems with applications; use initiative and Independent judgment within established guidelines and procedures
- Establish and maintain cooperative working relationships with those contacted in the course of work

**EDUCATION/EXPERIENCE:**

- High School diploma or equivalent is required
- At least an A.A. degree required, Bachelor's degree preferred
- Minimum three (3) years' experience in Student Information Systems and CALPADS
- Valid Class 3 California driver's license and evidence of appropriate automobile insurance based on DMV regulations may be required.

**EMPLOYMENT STANDARDS:**

Dexterity and physical condition to maintain a rigorous work schedule and meet standards of physical and mental health. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions of the position. Individuals must maintain a professional attitude and appearance.