



JOB DESCRIPTION
IS DATA SPECIALIST

ESD/HSD Range 47 CSEA Salary Schedule- 261 Days (12 months)

DEFINITION:

Under general supervision of Chief Technology Officer, assist in the implementation, operation and maintenance of District Information System. IS Data Specialist will offer end-user support with Aeries and CalPAD's. This position will provide computer software support, training, development and complete basic tasks and reports and provide data input and retrieval. Perform technical duties in relations to Information system software. The IS Data Specialist will work directly staff from State data systems, district information system, and 3rd party vendors.

EXAMPLES OF DUTIES:

- Act as a liaison between district staff, school sites, users, and Information systems staff to assist in implementation, operations, and ongoing and annual maintenance of Districts Information systems and data.
- Maintain integrity of data through various maintenance procedures
- Provide support within all data management needs, including, but not limited to, Aeries, CalPADS, CAHSEE, CELDT, iResults
- Compile and track data from various sources to input and export student achievement data
- Provide data input, manipulation and retrieval accurately and efficiently
- Train users on the essential tasks and efficient use of District Information System
- Train staff on the use of systems used for student data and monitoring
- Identify and resolve user problems related to District information systems.
- Modify database structure and perform database reorganization to accommodate local data tracking requirement
- Complete complex data processing activities with accuracy, speed and confidentiality
- Superior skills in remote or phone support for end-users
- Complete complex data processing activities with accuracy, speed and confidentiality
- Coordinate with District, site and technical staff to set up, implement and maintain information systems
- Maintain automated reporting system to track user questions, application problems, and software failure and enhancement requests
- Contact contractors and vendors as necessary to resolve software problems
- Effectively communicate and maintain cooperative relationship with those contracted in the course of work
- Coordinate and provide data entry and retrieval for information needed prior to testings (SBAC, CAHSEE, STAR, CELDT.)
- Visit each school site to conduct a sampling and validate the information entered on the school database.
- Attend meetings, workshop, and seminars as necessary
- Maintain accurate records and reports

- Analyze situations and plan corrective action

EMPLOYMENT STANDARDS, EDUCATION AND EXPERIENCE

Any combination of experience and training which would indicate possession of the knowledge, skills and abilities listed below.

1. High School diploma; Combined education, training and experience equivalent to 3 years in computer data system management, preferably within a school district
2. Degree or certification in computerized application systems, preferred
3. Experience with Student Information systems such as Aeries, desirable

KNOWLEDGE AND ABILITIES:

- Working knowledge of Aeries software and CalPads systems related to required data for State reporting and testing. Base knowledge of programming and scripting principles. Strong skills in Microsoft Excel and Access. Experience with business operations and proficient with all business operation applications. Superior attention to details.
- Ability to maintain large scope of data
- Distinct skills with correction of problems, including; but not limited to, anomaly resolutions issues

Board Approval:

THE SAN RAFAEL HIGH SCHOOL AND ELEMENTARY DISTRICTS ARE EQUAL OPPORTUNITY EMPLOYERS; ALL STAGES OF THE APPLICATION, INTERVIEW AND HIRING PROCESS ARE GOVERNED BY POLICIES WHICH ACTIVELY AND AFFIRMATIVELY ENSURES EQUALITY OF OPPORTUNITY TO ALL PERSONS REGARDLESS OF SEX, RACE, COLOR, RELIGIOUS CREED, NATIONAL ORIGIN, ANCESTRY, AGE OVER 40, MARITAL STATUS, PHYSICAL OR MENTAL DISABILITY, SEXUAL ORIENTATION, OR VETERAN STATUS.