

## **ELK GROVE UNIFIED SCHOOL DISTRICT**

### **CLASS TITLE: DATA INTEGRATION SUPPORT SPECIALIST**

#### **BASIC FUNCTION:**

Under the direction of an assigned Administrator, perform difficult and complex technical duties related to the analysis, development, implementation, testing, and maintenance of department databases. Plan, coordinate, design, conduct or oversee research and evaluation activities associated with implementation of assigned grant(s); provide training and information to site and District personnel to facilitate informed decision-making regarding use of data for the improvement of programs and delivery of related services to students. Collect, tabulate and analyze large volumes of data for federal and state reports; provide input regarding data collection procedures. Ensure application system quality through compliance with various district, state, and federal technical standards and/or requirements.

#### **ESSENTIAL FUNCTIONS:**

Plan, coordinate and conduct activities related to data collection, analysis and reporting activities for assigned programs; provide formal and informal staff development for teachers related to use of data to inform instruction.

Facilitate development of procedures for data collection, implementation and reporting options, including the initial set-up of procedures, business rules, and data definitions to support the file structure transfer of data to be uploaded and shared by partnering agencies.

Work with school and district administrators and staff on the interpretation and use of measures associated with student outcomes, and evaluation information to improve instructional practices; develop means to evaluate effectiveness of implemented strategies to improve instructional practices.

Conceptualize, design, and implement methodologies, to conduct large and small-scale studies; develop data collection and survey instruments, coordinate data collection, maintain quality control of data processing and manipulations, perform statistical analysis of the resulting data and interpret findings.

Organize, compile, and analyze data collected from original sources or extracted from district and community partner databases; accurately produce and interpret findings; develop summary reports for various audiences, and for department, district, state, federal, or grant reporting purposes.

Design and oversee development of related data collection and entry protocols and related reports, as needed, including oversight of processes such as archival of data and the establishment and maintenance of related schedules.

Participate in the interpretation and presentation of findings to a variety of audiences; prepare reports and presentation materials.

Work in collaboration with department personnel; participate in the development and implementation of short- and long-range training strategies.

Maintain knowledge of national, state, regional, and local educational data sources; maintain an awareness of the major professional educational journals and current research; maintain an awareness of state and regional government agencies producing and disseminating department/program related data;

Serve as a liaison with the major local and statewide data providers such as but not limited to the State of California SELPA's regarding California Special Education Management Information System (CASEMIS) reporting and other data information.

Maintain department database software for storage of electronic special education student records; oversee the creation and maintenance of the department's electronic filing system; maintain and update out-of-district student placements; purge files of inactive cases.

Develop, prepare, and audit a variety of reports, records, and statistical data regarding student activities and enrollment.

Maintain confidential student information, prepares correspondence, statistical data and reports, preparation of material and reports to California Department of Education.

Learn, interpret and apply school district policies, laws, rules and regulations.

Support Program Specialist and assigned department; work closely with teachers and case managers.

Assist with the coordination of department projects, design and implement computer-generated reports, and process large volumes of data from a variety of software programs.

Monitor the timelines for all federal and state reports; maintain confidential records that serve as a basis for reimbursement of costs for the department.

Audit and review all necessary files and strictly adhere to legal timelines.

Operate a variety of office equipment including a computer and specialized software including desktop publishing, charts and graphics, word processing and spreadsheets.

Perform related duties as assigned.

## **DEMONSTRATED KNOWLEDGE AND ABILITIES:**

### **KNOWLEDGE OF:**

K-12 student information system operations.

California state, federal and other K-12 related mandated reporting agencies.

Research and evaluation, data collection, processing, analysis and reporting.

Methodology used in educational research design and statistical analysis.

Effective instructional strategies, e.g., direct instruction, grouping strategies, English language development strategies, project- or problem-based learning

Theory and practice related to student learning, program evaluation, and educational measurement, including a variety of standardized and performance-based assessment practices.

Database systems and data management (such as but not limited to department software programs such as: SEIS relates CASESMIS, Synergy CALPADS and other programs).

Survey design and development.

Oral and written communication skills.

Applicable laws, codes, regulations, policies and procedures related to assigned activities.

Interpersonal skills using tact, patience and courtesy.

Operation of a computer and assigned software including desktop publishing, charts and graphics, word processing, spreadsheets and software applications relevant to social science research.

Statistical and mathematical computations and measurements.

Public speaking techniques.

Telephone techniques and etiquette.

**ABILITY TO:**

Plan, coordinate, design, and conduct activities related to data collection, research, and evaluation.

Understand program terminology.

Learn and assimilate new programs or procedures, and analyze their value to the department.

Serve as a trainer and technical resource in data analysis and related databases for processing and reporting results.

Accurately analyze and interpret student performance data, research, and evaluation results and provide clear and concise narrative and graphic explanations of data and trends.

Assist staff in interpretation student performance data.

Plan and analyze work to utilize the capabilities of available equipment and software.

Make accurate mathematical and statistical computations.

Maintain current knowledge of trends and advances in the field.

Communicate effectively both orally and in writing.

Interpret, apply and explain rules, regulations, policies and procedures.

Provide constructive input and feedback to improve processes.

Establish and maintain cooperative and effective working relationships with others.

Operate a computer and assigned office equipment.

Analyze situations accurately and adopt an effective course of action.

Meet schedules and time lines.

Work independently with little direction.

Complete assignments successfully with minimal direction and supervision.

Plan and organize work.

Prepare comprehensive narrative and statistical reports.

Define and effectively communicate requirements and convey information in non-technical terms.

Answer telephones and greet the public courteously.

Prepare and perform a variety of oral presentations.

Maintain consistent, punctual and regular attendance.

Hear and speak to exchange information and make presentations.

Move hands and fingers to operate a computer keyboard.

See to read a variety of materials.

Sit or stand for extended periods of time.

**EDUCATION AND EXPERIENCE REQUIRED:**

Any combination equivalent to: bachelor's degree in a related field or associate's degree and two years increasingly responsible clerical experience, including experience involving maintaining student records and statistics, data analysis, test development, educational research or related field.

**LICENSES AND OTHER REQUIREMENTS:**

Valid California Class C driver license.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Office environment.

Driving a vehicle to conduct work.

**BOARD APPROVED:**